Administration and IT Assignment Marking Instructions

Marking Instructions

ANNOTATIONS

①	To show mark being Awarded
X	To show that a mark has not been awarded
P	Both of the above may be combined with a code to show why the mark has been given or not
4/5	At top RH corner of printout
	Record mark for each application
42	Transfer total mark to front cover

TASK 1 - LETTER	MARKS	COMMENTS
Letterhead on pages 1 and 3	1	On 3rd page accept logo at RHS
Ref and date	1	Any date format
Trip info Professional layout	1 1	Accept capitals eg Travel Accept if side headings not in bold Colons dependant on layout
Search and replace	1	
Footnote position Footnote text	1 1	Lose mark if endnote Accept at end of deposit
Insertion of additional activities Sort Removal of grid lines	1 1 1	At appropriate place
Delete comments	1	
Trip Leader name inserted	1	
Remove watermark	1	
Footer right aligned	1	
Enc	1	
Presentation within letter	1	• Insert in different font • Poor page break • Ignore page numbers • Layout of com close • Full stop in footnote
Expression of Interest form		
Text keyed in	1	Heading and text Accept initial caps or use of block caps (UPJ)
Landscape Professional layout of form Tick box with appropriate comment	1 1 1	Accept if name of trip has to be filled in Accept variations
	20	

Island Secondary School
Longhouse Drive
OBAN
PA34 7DP

MC/EM

29 April 2015

Dear Parent/Guardian

The Business <mark>Education</mark> Department is planning a trip to London and Wimbledon in 2016, please find details as follows:

Date: 26-28 June 2016
Cost (excluding additional activity): £400
Duration: 2 nights
Inclusive of:
- Coach travel
- 2 nights bed and breakfast
- Dinner (Sunday and Monday night)
- Entry to Wimbledon
- Lunch at Wimbledon
- Lunch at Jimmy Rocks

Pupils will require a limited amount of spending money while in Wimbledon and during their additional activity. We do suggest that pupils bring breakfast and a packed lunch for the outbound journey and money for food on the return journey.

Payment Schedule

Deposit (non-refundable) £120 by 29 May 2015[1]

3 payments by the following dates: 31 August 2015
31 October 2015
31 January 2016

Deposit should be paid by cheque, thereafter the Council's online payment system can be used – please see school website for details on how to use this.

Allocation of Places

If you would like your child to attend the trip, please complete the attached expression of interest form and return it along with the deposit on 29 May 2015 to the Business <mark>Education</mark> Department. No deposits will be accepted before this date. In the event that more than 20 pupils show an interest their names will be placed in a ballot.

_____

[1] Unfortunately in the unlikely event of your child withdrawing from the trip, this deposit can only be refunded if another pupil takes up the place.

INVESTORS IN PEOPLE

Additional Activities

Pupils can choose from this list of activities:

ADDITIONAL ACTIVITIES	
ACTIVITY	COST
Chelsea FC Stadium Tour	£5.25
Houses of Parliament	£12.00
London Aquarium	£13.50
London Bus Tour	£8.50
London Dungeon	£11.35
London Eye	£13.20
London Zoo	£16.00
Madame Tussauds	£10.40
Thames River Cruise	£18.99
Tower of London	£15.00
Warner Bros Studio Tour	£21.99

If you have any questions or would like more information regarding the trip, please do not hesitate to contact me.

Yours faithfully

Michael Cattanach
Teacher of Business Education

Enc

WATERMARK REMOVED

COMMENTS DELETED

PRESENTATION

INVESTORS
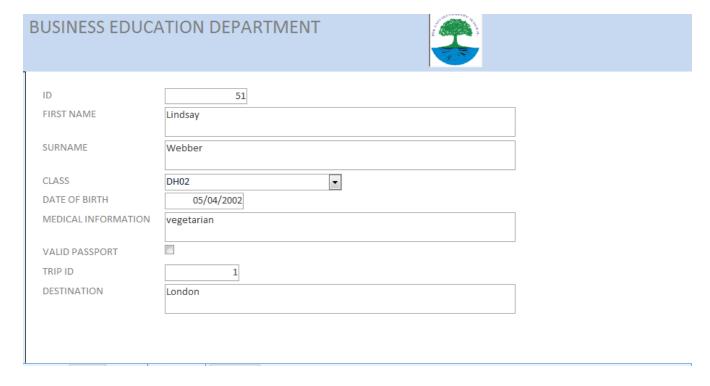IN PEOPLE

Island Secondary School
Longhouse Drive
OBAN
PA34 7DP

EXPRESSION OF INTEREST FORM
LONDON TRIP 2016

Name of pupil _____ Class _____

Parent/guardian signature _____

I understand that the deposit is non-refundable ☐

ADDITIONAL ACTIVITIES

1st Choice		2nd Choice	

LANDSCAPE

KEYING IN

PRESENTATION

TASK 2 – DB (LINDSAY'S FORM)	MARKS	COMMENT
All fields from Student Table and destination	1	
Enter info for Lindsay all correct	1	Accept any pupil id Ignore "vegetarian" Accept false for passport
Print record for Lindsay	1	Lose if truncation
Header – name of department	1	
Logo	1	Accept if letterhead used including logo
	5	

BUSINESS EDUCATION DEPARTMENT

ID	51
FIRST NAME	Lindsay
SURNAME	Webber
CLASS	DH02
DATE OF BIRTH	05/04/2002
MEDICAL INFORMATION	vegetarian
VALID PASSPORT	☐
TRIP ID	1
DESTINATION	London

Correct fields

Print

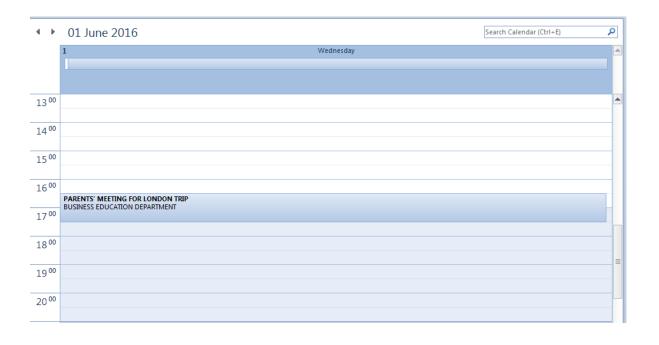| TASK 3 – DB (INSTALMENTS CALCULATION)	MARKS	COMMENTS
Heading	1	
Search on trip leader only	1	If new field name created but with errors lose presentation mark
Calculate remaining balance (after deposit)	2	
Calculate instalments	2	
Field names for above calcs	1 1	One each Sense and accuracy Any error or truncation loses mark
Format as currency	1	Accept if rounded (consistent)
Correct fields	1	Accept extraneous fields
Presentation	1	Lose if repeated records Do lose again if errors in new fields
	11	

INSTALMENT AMOUNTS FOR EACH TRIP

DESTINATION	DEPARTURE DATE	COST PER PERSON	OUTSTANDING BALANCE	INSTALMENTS	TRIP LEADER	
London	26/06/2016	£400.00	£280.00	£93.33	Michael	Cattanach
New York	12/10/2016	£1,275.00	£892.50	£297.50	Gareth	Welsh
Paris	06/06/2016	£850.00	£595.00	£198.33	Derek	Wallace

£

Presentation

Correct fields

TASK 4 – COMMUNICATION (DIARY)	MARKS	COMMENTS
Correct date and time	1	Can only be 1 June 2016
Enter details	1	Meeting name must refer to London Location of meeting
Print in daily view	1	
	3	

TASK 5 – COMMUNICATION (PRESENTATION)	MARKS	COMMENTS
Delete comments	1	
Insert notes on Sun	1	Any error lose mark Accept if wording changed but must reflect the content of the 2 bullet points
Insert notes on Mon	1	
Insert notes on Tues	1	
Graphic on all slides -	1	Accept London, tennis or school logo Lose mark if cropped or too dark
Select 3 appropriate musical	1	Any London musical Any error lose mark
Print showing notes	1	All 6 slides must be printed
	7	

Sunday 26 June

0700 hours	Depart school
1600 hours	Meet with tour company rep
1700 hours	Dinner at Giovanni's, Covent Garden
	West End Musical
	Current options are:

- Charlie and the Chocolate Factory
- Matilda
- Hairspray

Service station – snacks
Theatre – ice cream, drinks

Monday 27 June

0730 hours	Continental breakfast at the hotel
0815 hours	Group will be collected from the hotel and taken to Wimbledon
1000 hours	Arrive at Wimbledon
2030 hours	Arrive at the hotel
2100 hours	Dinner at the hotel

Wimbledon – gifts, drinks, snacks
Pupils will be given £10 spending money

Tuesday 28 June

0730 hours	Continental breakfast at the hotel
0830 hours	Check out and depart from the hotel
1000 hours	Activity of your choice
1330 hours	Lunch at Jimmy Rocks
1400 hours	Depart London for Island Secondary School
2230 hours	Arrive back at school

Service station – snacks
Pupils will be given £5 spending money

Print

Delete comments

TASK 6 – SS (LUNCH COSTS)	MARKS	COMMENTS
Countif	2	DNA simple count or sum or sub-totalling. Award formula marks if formula in 1st row works. Formulae need to work if changes made to lunch options.
Sumif	2	
Replication	1	If cell range used then ensure absoluted
Print both	1	Each on one page. If only value view submitted award this mark
	6	

WIMBLEDON LUNCHES		
FOOD OUTLET	NUMBER OF MEAL DEALS	AMOUNT PAYABLE
Funky Fries	7	£41.93
Burgerlicious	2	£15.00
Special Subs	5	£32.50
Perfect Pasties	2	£10.00
Sandwich Stack	4	£34.40

WIMBLEDON LUNCHES		
FOOD OUTLET	NUMBER OF MEAL DEALS	AMOUNT PAYABLE
Funky Fries	=COUNTIF(outlet,A3)	=SUMIF(outlet,A3,cost)
Burgerlicious	=COUNTIF(outlet,A4)	=SUMIF(outlet,A4,cost)
Special Subs	=COUNTIF(outlet,A5)	=SUMIF(outlet,A5,cost)
Perfect Pasties	=COUNTIF(outlet,A6)	=SUMIF(outlet,A6,cost)
Sandwich Stack	=COUNTIF(outlet,A7)	=SUMIF(outlet,A7,cost)

NUMBER OF MEAL DEALS	AMOUNT PAYABLE
=COUNTIF('LUNCH OPTION2'!$B$3:$B$22,A3)	=SUMIF('LUNCH OPTION2'!$B$3:$B$22,A3,'LUNCH OPTION2'!$C$3:$C$22)

FOOD OUTLET	NUMBER OF MEAL DEALS	AMOUNT PAYABLE
Funky Fries	=COUNTIF(outlet,A3)	=VLOOKUP(A3,FOOD,2,FALSE)*B3

TASK 7 – SS (COSTS FOR TRIP)	MARKS	COMMENTS
Vlookup	2	Range on other sheet needs to be absolated. Some pupils will insert a range for column E – this is ok
Hlookup	2	Accept conditional statement
Total Cost	1	
Conditional statement (yes/no)	1	
Replication	1	
Sort	1	
Print both each on one page	1	Formulae view should not have table. Ignore if on value view. DNA if typo in conditional statement choices
	9	

CONDITIONAL STATEMENT FOR DISCOUNT
=IF(D4=$K$2,$K$3,IF(D4=$L$2,$L$3,IF(D4=$M$2,$M$3,IF(D4=$N$2,$N$3,$O$3))))*F4   **DO NOT ACCEPT** IF NOT ABSOLUTE CELL REFERENCED EG   =IF(D4=14,20% ….

IF VLOOKUP DOES NOT INCLUDE THE MULTIPLICATION THEN NO MARKS HOWEVER AWARD MARK FOR TOTAL COST IF CALCULATION IS AS BELOW   =F4-(F4*G4)   *IN A LOOKUP - False = 0*   *If false not there then check value view as may work*

					COST OF			CONSENT
ID	FIRST NAME	SURNAME	AGE	ADDITIONAL ACTIVITY	COST OF ADDITIONAL ACTIVITY	DISCOUNT AMOUNT	TOTAL COST	CONSENT FORM REQUIRED
18	Emma	MacLeod	14	London Zoo	£16.00	£3.20	£12.80	yes
15	Penny	Porteous	15	London Aquarium	£13.50	£2.03	£11.48	yes
41	Hugh	Simpson	15	Tower of London	£15.00	£2.25	£12.75	yes
13	Connor	Smart	15	London Dungeon	£11.35	£1.70	£9.65	yes
51	Lindsay	Webber	14	Warner Bros Studio Tour	£21.99	£4.40	£17.59	yes
3	Sally	Witton	15	Thames River Cruise	£18.99	£2.85	£16.14	yes
14	Greg	Ashford	16	London Zoo	£16.00	£1.60	£14.40	no
29	Paula	Baczewski	17	London Zoo	£16.00	£0.80	£15.20	no
1	Sylvaine	Curry	16	London Eye	£13.20	£1.32	£11.88	no
34	Hannah	Feeney	16	London Aquarium	£13.50	£1.35	£12.15	no
26	Harry	Hitchen	16	Warner Bros Studio Tour	£21.99	£2.20	£19.79	no
21	Niall	McQueen	17	London Bus Tour	£8.50	£0.43	£8.08	no
40	Mary	Moyes	17	London Eye	£13.20	£0.66	£12.54	no
5	Judith	Musgrove	16	London Aquarium	£13.50	£1.35	£12.15	no
36	Christian	Patterson	17	Warner Bros Studio Tour	£21.99	£1.10	£20.89	no
27	Wendy	Ross	17	Madame Tussauds	£10.40	£0.52	£9.88	no
48	Garry	Smith	17	Chelsea FC Stadium Tour	£5.25	£0.26	£4.99	no
22	Simon	Ward	18	London Bus Tour	£8.50	£0.00	£8.50	no
42	Elijah	Watson	17	London Dungeon	£11.35	£0.57	£10.78	no
9	Fay	Wong	17	Houses of Parliament	£12.00	£0.60	£11.40	no

LONDON TRIP 2016

ID	AGE	COST OF ADDITIONAL ACTIVITY	DISCOUNT AMOUNT	TOTAL COST	CONSENT FORM REQUIRED
18	14	=VLOOKUP(E4,activity,2,FALSE)	=HLOOKUP(D4,discount,2,FALSE)*F4	=F4-G4	=IF(D4<16,"yes","no")
15	15	=VLOOKUP(E5,activity,2,FALSE)	=HLOOKUP(D5,discount,2,FALSE)*F5	=F5-G5	=IF(D5<16,"yes","no")
41	15	=VLOOKUP(E6,activity,2,FALSE)	=HLOOKUP(D6,discount,2,FALSE)*F6	=F6-G6	=IF(D6<16,"yes","no")
13	15	=VLOOKUP(E7,activity,2,FALSE)	=HLOOKUP(D7,discount,2,FALSE)*F7	=F7-G7	=IF(D7<16,"yes","no")
51	14	=VLOOKUP(E8,activity,2,FALSE)	=HLOOKUP(D8,discount,2,FALSE)*F8	=F8-G8	=IF(D8<16,"yes","no")
3	15	=VLOOKUP(E9,activity,2,FALSE)	=HLOOKUP(D9,discount,2,FALSE)*F9	=F9-G9	=IF(D9<16,"yes","no")
14	16	=VLOOKUP(E10,activity,2,FALSE)	=HLOOKUP(D10,discount,2,FALSE)*F10	=F10-G10	=IF(D10<16,"yes","no")
29	17	=VLOOKUP(E11,activity,2,FALSE)	=HLOOKUP(D11,discount,2,FALSE)*F11	=F11-G11	=IF(D11<16,"yes","no")
1	16	=VLOOKUP(E12,activity,2,FALSE)	=HLOOKUP(D12,discount,2,FALSE)*F12	=F12-G12	=IF(D12<16,"yes","no")
34	16	=VLOOKUP(E13,activity,2,FALSE)	=HLOOKUP(D13,discount,2,FALSE)*F13	=F13-G13	=IF(D13<16,"yes","no")
26	16	=VLOOKUP(E14,activity,2,FALSE)	=HLOOKUP(D14,discount,2,FALSE)*F14	=F14-G14	=IF(D14<16,"yes","no")
21	17	=VLOOKUP(E15,activity,2,FALSE)	=HLOOKUP(D15,discount,2,FALSE)*F15	=F15-G15	=IF(D15<16,"yes","no")
40	17	=VLOOKUP(E16,activity,2,FALSE)	=HLOOKUP(D16,discount,2,FALSE)*F16	=F16-G16	=IF(D16<16,"yes","no")
5	16	=VLOOKUP(E17,activity,2,FALSE)	=HLOOKUP(D17,discount,2,FALSE)*F17	=F17-G17	=IF(D17<16,"yes","no")
36	17	=VLOOKUP(E18,activity,2,FALSE)	=HLOOKUP(D18,discount,2,FALSE)*F18	=F18-G18	=IF(D18<16,"yes","no")
27	17	=VLOOKUP(E19,activity,2,FALSE)	=HLOOKUP(D19,discount,2,FALSE)*F19	=F19-G19	=IF(D19<16,"yes","no")
48	17	=VLOOKUP(E20,activity,2,FALSE)	=HLOOKUP(D20,discount,2,FALSE)*F20	=F20-G20	=IF(D20<16,"yes","no")
22	18	=VLOOKUP(E21,activity,2,FALSE)	=HLOOKUP(D21,discount,2,FALSE)*F21	=F21-G21	=IF(D21<16,"yes","no")
42	17	=VLOOKUP(E22,activity,2,FALSE)	=HLOOKUP(D22,discount,2,FALSE)*F22	=F22-G22	=IF(D22<16,"yes","no")
9	17	=VLOOKUP(E23,activity,2,FALSE)	=HLOOKUP(D23,discount,2,FALSE)*F23	=F23-G23	=IF(D23<16,"yes","no")

RANGE IS $A$3:$B$13   **RANGE IS $K$2:$O$3**

TASK 8 –DB (FUNDRAISER)	MARKS	COMMENTS
Paris/New York	1	
Student birth date > 1/3/2000	1	
Health issues	1	DNA if pupils with no medical info are included
Print – at least name and medical info	1	If pupils shown more than once lose the print mark
	4	

FIRST NAME	SURNAME	DESTINATION	DATE OF BIRTH	MEDICAL INFORMATION
Adam	Kitchener	New York	27/12/2001	travel sickness
Ben	Husband	Paris	21/11/2001	diabetes, migraine
Bethany	Ford	Paris	17/05/2002	bee sting allergy
Emma	Redmond	Paris	17/09/2001	peanut allergy
Fidel	Chandler	New York	25/03/2000	asthma, peanut allergy, travel sickness
Mark	Broomfield	Paris	19/10/2002	diabetes, travel sickness
Rebecca	Woods	Paris	15/06/2002	cerebral palsy

Sally Witton – meets date and med but going to London

Simon Ward – meets medical but

TASK 9 – SS (ANALYSIS OF MONEY RAISED – PIVOT TABLE)	MARKS	COMMENTS
Create pivot table to sum money raised	2	If counted can still award London and headings marks
London	1	London data – "London" does not need to be present
Formatting	1	For currency only
Headings	1	Consistency of font and capitalisation
	5	

FUNDRAISER	AMOUNT
Are you smarter than a 10 year old?	£80.00
Bag Pack - ASDA	£258.12
Bag Pack - M and S	£120.00
Car Wash - Shopping Centre	£82.40
Car Wash - Staff	£102.00
Coffee Morning	£68.11
Elf Day	£320.00
Fair Trade Stall	£94.76
Number of Jelly Beans?	£80.50
S1 and S2 Halloween Disco	£240.00
S1 Skipathon	£58.96
S2 Spinathon	£78.22
S6 Slave for a Day Auction	£110.00
Seniors' Valentine's Disco	£268.00
Sponge the Teacher	£46.00
Sponsored Walk	£97.23
Who wants to be a Millionaire?	£68.00
Grand Total	**£2,172.30**

London

TASK 9 – SS (ANALYSIS OF MONEY RAISED – SUB-TOTAL)	MARKS	COMMENTS
Sub-totals	2	
London	1	London data – "London" does not need to be present
Only totals (not individual amounts)	1	Level 2 grouping
Print	1	Fundraiser and amount columns
	5	

FUNDRAISING ACTIVITY	AMOUNT RAISED
Coffee Morning Total	£68.11
Bag Pack - ASDA Total	£258.12
S1 and S2 Halloween Disco Total	£240.00
Number of Jelly Beans? Total	£80.50
S1 Skipathon Total	£58.96
S6 Slave for a Day Auction Total	£110.00
Sponge the Teacher Total	£46.00
Are you smarter than a 10 year old? Total	£80.00
Who wants to be a Millionaire? Total	£68.00
Bag Pack - M and S Total	£120.00
S2 Spinathon Total	£78.22
Car Wash - Staff Total	£66.00
Fair Trade Stall Total	£45.21
Seniors' Valentine's Disco Total	£268.00
Fair Trade Stall Total	£49.55
Elf Day Total	£320.00
Car Wash - Shopping Centre Total	£82.40
Sponsored Walk Total	£97.23
Car Wash - Staff Total	£36.00
Grand Total	£2,172.30

POSSIBLE SEARCH ERRORS

FIRST NAME	SURNAME	DATE OF BIRTH	MEDICAL INFORMATION	DESTINATION
Shows correct date and medical info but includes London				
Hugh	Simpson	16/04/2001	migraine, peanut allergy	London
Lindsay	Webber	05/04/2002	vegetarian	London
Sally	Witton	04/08/2000	travel sickness	London
Judith	Musgrove	23/04/2000	migraine	London
Connor	Smart	11/12/2000	asthma, bee sting allergy	London
Penny	Porteous	28/08/2000	epilepsy, travel sickness	London
Adam	Kitchener	27/12/2001	travel sickness	New York
Fidel	Chandler	25/03/2000	asthma, peanut allergy, travel sickness	New York
Bethany	Ford	17/05/2002	bee sting allergy	Paris
Mark	Broomfield	19/10/2002	diabetes, travel sickness	Paris
Rebecca	Woods	15/06/2002	cerebral palsy	Paris
Emma	Redmond	17/09/2001	peanut allergy	Paris
Ben	Husband	21/11/2001	diabetes, migraine	Paris

FIRST NAME	SURNAME	DATE OF BIRTH	MEDICAL INFORMATION	DESTINATION
Shows correct destination and medical info but date wrong (before)				
Rebecca	Conway	14/02/2000	asthma, diabetes	New York
Gregor	Zborowski	18/08/1998	asthma, travel sickness	New York
Jack	Francis	15/02/1998	travel sickness	New York
Niamh	Thomson	15/03/1998	asthma	New York
David	Fitzsimons	13/05/1999	diabetes	New York
Beth	Armstrong	12/11/1998	migraine, wasp sting allergy, bee sting allergy	New York
Camille	Casiani	18/03/1998	migraine	New York
Yousaf	Rauf	14/06/1998	plaster allergy	New York
Mandy	Francis	04/07/1999	asthma, plaster allergy	Paris
Popsi	McMillan	28/01/1998	travel sickness	Paris
Kylie	MacDonald	09/02/1999	asthma, diabetes	Paris

Understanding Standards – Key Messages

Dates Formats

Accept any standard format eg

♦ 5 May 2014

♦ 5th May 2014

♦ 5/5/14

♦ 05/05/2014

Do **not** accept 'the 5th of May'

All dates must have a year

There must be **consistency of style** within a task.

Graphics

Accept use of:

Clip Art	Photographs
Scanned Drawings	Word Art
Watermarks	Design/Picture Borders

The graphic must **not** be clipped by margin or cover any data

Capitalisation

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

♦ **Consistency is key.**

♦ Wrong capitalisation throughout a task is counted as 1 error.

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

Headings with initial capitals eg Functions in December - small words should not be capitalised.

Do not accept lower case unless used in the task.

Other Errors

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

Spreadsheets

- 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.