



KEY SKILLS INFORMATION & COMMUNICATION TECHNOLOGY Level 3 - Stamps

January 2005

Final Mark Scheme

Notes for markers

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

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

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

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

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

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

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Ref:IT/L3/2/2/P2

TASK A

	Marking guide	<L3	Refer to	Maximum mark
1a	Correct file name D1-initials (hyphen / case not important) - 1 mark		Printout 1/4	8
1b	Correct data imported - 1 mark Correct field names - 1 mark		Printout1 Printout2	
1c	CatNo set as primary key - 2 marks		Printout 1	
1d	Estimate set to currency - 1 mark	✓	Printout1	
1e	Reserved set as logical (yes/No, True/False, -1/0 or tick box) - 1 mark		Printout1	
1f	Readable screen dump of database design so all fields can be seen - 1 mark		Printout1	

2a	Year >=1937 AND <=1951 AND Notes Like *+* AND Condition ="fdc" The following 6 records 25, 19, 6, 48, 39 and 47 - 10 marks Year >=1937 AND <=1951 - 3 marks only (single year 2 marks only, deduct 1 mark for each non-inclusivity) Notes Like *+* - 3 marks only Condition ="fdc" - 2 marks only + 1 mark for each AND		Printout 2	18
2b	Report Title First Day Stamps 1937 to 1951 (spelling as shown) - 1 mark		Printout 2	
2c	Correct fields Year, LotNo, CatNo, Estimate and Description - 1 mark In correct order - 1 mark All data fully displayed in columns - 1 mark		Printout 2	
2d	Grouped by Year - 2 marks Sorted by Year - 1 mark only Records in ascending order of LotNo - 1 mark		Printout 2	
2e	Electronic database report footer containing name and Printout-2 as a minimum (hyphen/spelling unimportant) 1 mark		Printout 2	

Total for Task A 26

TASK B

	Marking guide	<L3	Refer to	Maximum mark
3a	Text file News correctly imported - 1 mark		Printout3	8
3b	Body text in Times (or similar) and approximately 10 point - 1 mark	✓	Printout 3	
3c	All margins approx 2cm - 1 mark	✓	Printout3	
3d	Title made bigger and centred across top of page - 1 mark	✓	Printout 3	
3e	Text fully justified - 1 mark Document in 3 equal columns - 2 marks		Printout 3	
3f	Postmarked replaced with date stamped three times (paragraphs 3 & 4, column 1 and paragraph 2, column 2) - 1 mark		Printout 3	

4a	Graphic file Stamp inserted - 1 mark	✓	Printout3	2
4b and 4c	Graphic resized to approx 4cm x 4cm (aspect ratio maintained) and text wrapped around graphic - 1 mark		Printout 3	

5a	Headings aligned correctly (appears centred in each column) - 1 mark	✓	Printout3	8
5b	All times displayed vertically in line (Decimal tabs) - 3 marks		Printout3	
	Dates and Town/City right aligned to right tab (approx 1.5 and 7.5) - 1 mark	✓	Printout 3	
5c	Sentence moved beneath the data and centred in column - 1 mark	✓	Printout 3	
5d	Printout in landscape - 1 mark Printout of complete newsletter on 1 A4 page - 1 mark		Printout 3	

6a	New Folder set up - 2 marks New Folder named Prestige - 1 mark		Printout4	5
6b	File News in this folder - 1 mark		Printout4	
6c	File Stamp in this folder - 1 mark		Printout4	

Total for Task B: 23

Task C

	Marking guide	Refer to	Maximum mark
7	Printed copy listing all files produced by the candidate during this test. There must be at least 1 Database file and 1 Wordprocessing file - 1 mark	Printout 5	1

Total for Task C: 1

Total for test: 50