



**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

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.

Specific Marking Instructions

Task 1

Park View High School
Grange Road
CRIEFF
Perthshire
PH6 2DZ

1H



Telephone No: 01764670007
Fax No: 01764670009

E-mail: parkviewhs@perth.gov.uk
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

Task 2

Pupils

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

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

Task 3

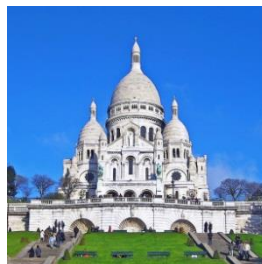
PARIS TRIP
16-22 OCTOBER 2015
COST £455

1TF

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

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

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					= $MIN(F4:F9)$ 1R
11	No of Days	7				
12	No of Excursions	5				

Formula View	Marks
Total Cost formula (must be absolute/named cell) - with/without brackets	1F
Replicate	1R
Insert Discount Rate formula - all or nothing - must be > DNA >=	2F
Discounted Total Cost formula - with/without brackets	1F
Replicate - both Discount Rate and Discounted Total Cost	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

Task 4

TRUNCATION	
<ul style="list-style-type: none"> • 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				

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 1T
2	Used for a specific/particular purpose
3	Personal data cannot be transferred outwith the European Union 1T
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

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

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
Layout/Presentation - DNA if blank row omitted each day (EXCEPT DAY 7)	1P
TOTAL	7

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

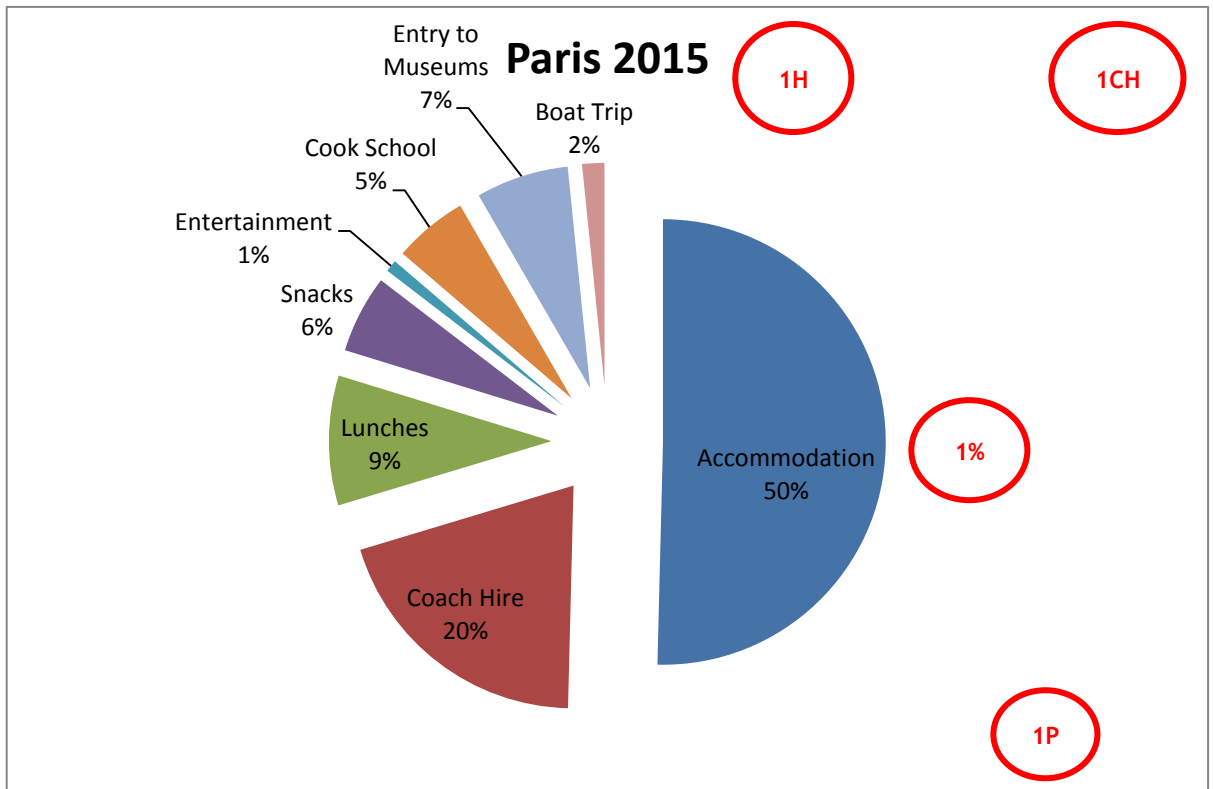
1F

1F

1R

1F

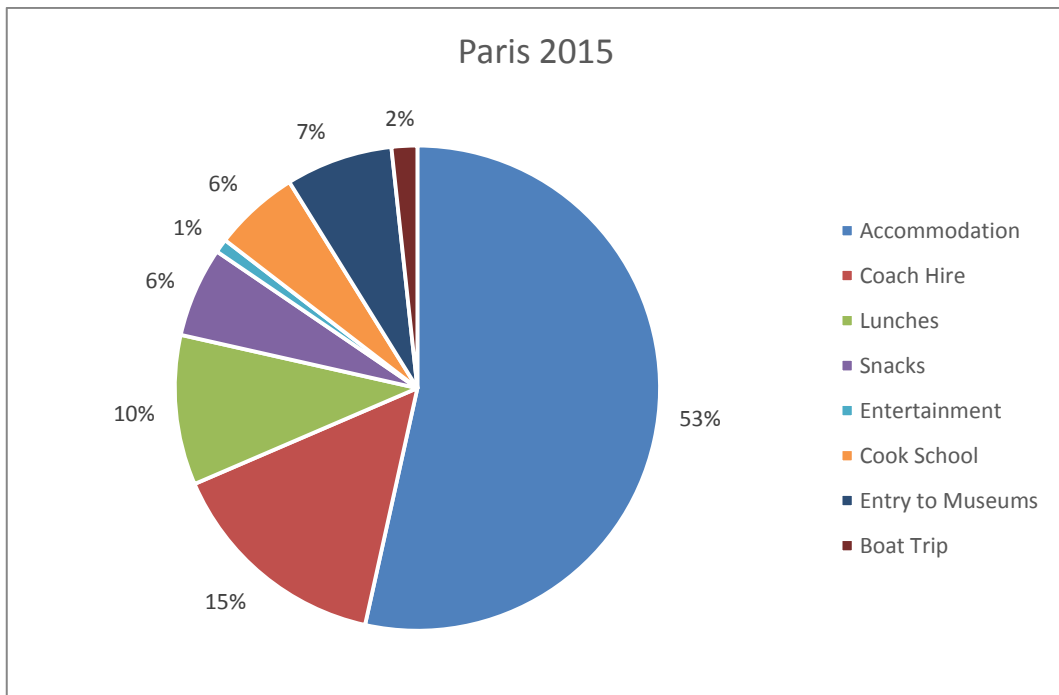
Task 8b



	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

TASK 8b - Scottish Figures




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 Ile de la Cite. The famous Rose window situated on the south facing side.

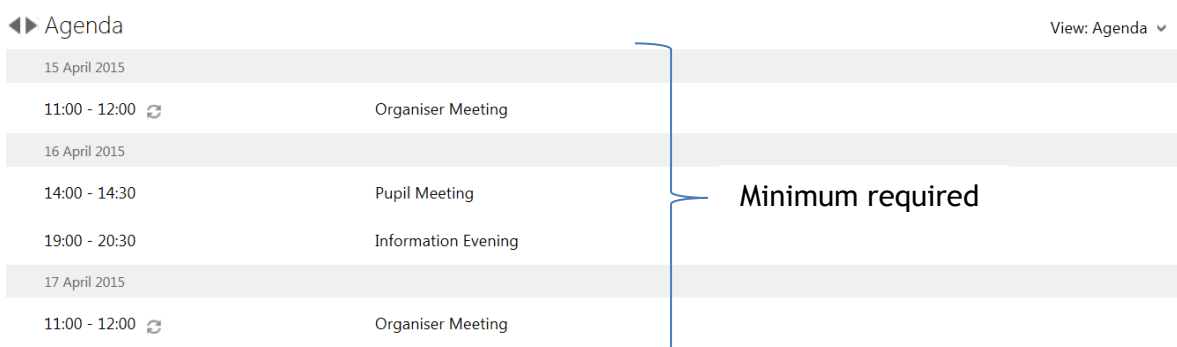
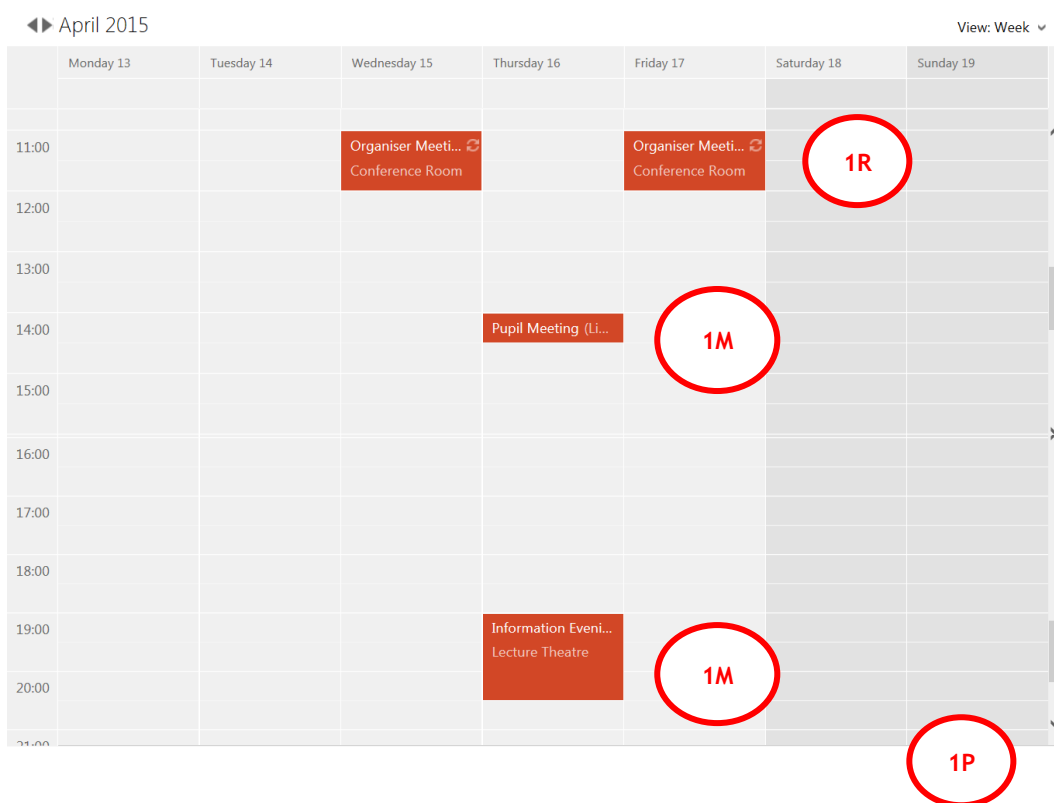



1L 1A 1N

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

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

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

Task 12

PARK VIEW HIGH SCHOOL FEEDBACK FORM

1NL



1H

1S

Name	
Address	
E-mail	
Score each of the following out of 5 (where 1 is poor and 5 is excellent)	
Travel	<input type="checkbox"/>
Accommodation	<input type="checkbox"/>
Food	<input type="checkbox"/>
Value for Money	<input type="checkbox"/>
Excursions	<input type="checkbox"/>

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

Comments	
----------	--

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

1Ft

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

Task 13



Park View High School Paris Trip 2015

.....



is awarded the

.....

Signature

1S

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

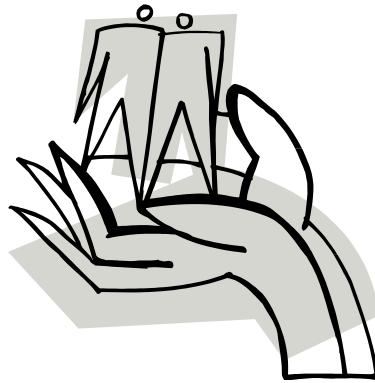
2K

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

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	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.
	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.

Appendix 1: Copyright

Tasks 3 & 9	Eiffel Tower	Majeczka/Shutterstock.com
	Disneyland Paris	http://lifeandstyle.alexandalex.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