



National  
Qualifications  
2016

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## 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

**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.



## TASK 2

Duties/tasks - Describe	Qualities/skills - Explain
<i>Maintaining and updating databases – the ideal candidate must be able to search and sort databases and produce forms and reports</i>	<i>Be able to work on your own or as part of a team to ensure tasks are completed effectively</i>
<ul style="list-style-type: none"> <li>• Answering the telephone and transferring to appropriate member of staff</li> <li>• taking and passing on messages when the member of staff is not available</li> </ul>	<ul style="list-style-type: none"> <li>• be motivated and keen to learn, to keep up with technological changes</li> </ul>
<ul style="list-style-type: none"> <li>• Making appointments in the electronic diary for meetings, events</li> </ul>	<ul style="list-style-type: none"> <li>• be reliable/responsible/hard working to ensure all tasks are completed on time</li> </ul>
<ul style="list-style-type: none"> <li>• Word process letters to customers, prepare reports for management, prepare agenda and minutes, etc</li> <li>• sending and receiving e-mails to/from customers/suppliers/employees</li> </ul>	<ul style="list-style-type: none"> <li>• have good time keeping and attendance as employers need employees they can rely on</li> <li>• have a good working knowledge of IT software to enable you to complete tasks</li> </ul>
<ul style="list-style-type: none"> <li>• using office equipment to support colleagues eg photocopying booklets</li> </ul>	<ul style="list-style-type: none"> <li>• good communication skills to create a good impression with the customer</li> </ul>
<ul style="list-style-type: none"> <li>• creating and updating spreadsheets to produce budgets, charts for sales figures, wage sheets, etc</li> </ul>	<ul style="list-style-type: none"> <li>• good organisational skills to ensure that tasks are carried out efficiently</li> </ul>
<ul style="list-style-type: none"> <li>• researching and booking travel and accommodation for colleagues going on business trips</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• reception duties - dealing with visitors, to ensure visitors book is signed, badges issued, directing visitors</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• file/file management to ensure that documents are stored securely and able to be found when needed</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	Marks
Duties/tasks - Describe - more than just an outline	3T
Qualities/skills - Explain - identify skill and why	3T
<b>TOTAL</b>	<b>6</b>



**TASK 3a**

ACT NAME	GENRE	AGENT NO	CONFIRMED	NO IN ACT	DAY	STAGE
Dive!Dive!	Pop	168	Yes	4	Friday	Main
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
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
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
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

1F

11

10

10

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
<b>TOTAL</b>	<b>6</b>

<b>TASK 3a</b>
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

**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
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Harmony Row	Folk	167	Yes	5	Friday	North
Emily Banks	Blues	164	No	1	Saturday	North
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Enclosure	Pop	168	Yes	6	Saturday	South
Blues Preachers	Folk	1611	Yes	3	Saturday	South
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

**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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Julia Morre	R&B/Soul	161	Yes	1	Friday	South
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 Candleford Co	Folk	168	No	8	Saturday	South
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

### 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 Grantees	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
<b>TOTAL</b>	<b>4</b>

### 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.

TASK 4a

1TS



**SOUNDS ON THE SHORE**

## Steward Safety Briefing

27 AND 28 JULY 2014

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### 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.

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### 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.

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### 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

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### 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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# Protection

1D

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:

1B

- ▶ 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.

2K

Sounds on the Shore

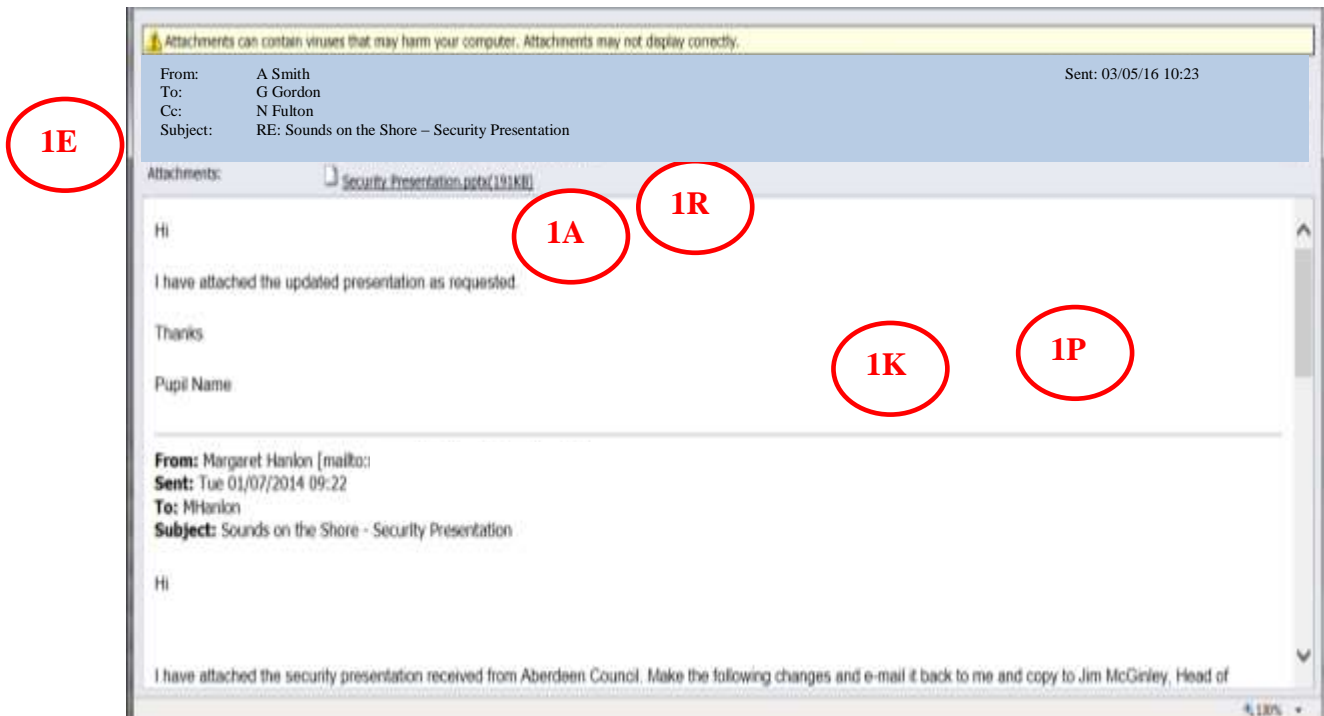
1F

29-30 July 2014

	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
<b>Total</b>	<b>8</b>

TASK 4a
<p><b>Title Slide:</b></p> <ul style="list-style-type: none"> <li>• 1TS is for using title slide layout and inputting correct information. Accuracy of information is included in keyboarding marks.</li> <li>• If a key piece of information is missing DNA 1K each time, and DNA 1TS.</li> <li>• If logo is missing DNA 1L in Task 13.</li> <li>• If title slide is missing DNA 1TS and 2K.</li> <li>• If year is missing DNA 1K, however 1TS can be awarded.</li> </ul>
<p><b>Footer:</b></p> <ul style="list-style-type: none"> <li>• If footer is missing DNA 1F and 2K.</li> <li>• If footer is illegible DNA 2K.</li> <li>• The dates in the footer must be to the right of the festival name - not necessarily on the right-hand side of the slide.</li> <li>• If the name of the festival is missing from the footer DNA 1F and 1K.</li> <li>• If the date is missing from the footer DNA 1F and 1K.</li> <li>• If candidate name appears beside or above any text in the footer - DNA 1F.</li> <li>• If the year is missing from the date in the footer and/or title slide DNA 1K max.</li> <li>• If logo instead of 'Sounds on the Shore' in the footer DNA 1K.</li> </ul>
Slide 5 - if opening paragraph is bulleted DNA 1B.

## 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
<b>TOTAL</b>	<b>5</b>

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).

TASK 5a

EVENT COSTS - PROJECTED		
<b>Accommodation Charges:</b>		
Single Room	£75	
Twin Room	£85	
<b>Ticket Prices:</b>		
Day Ticket	£40	
Weekend Ticket	£75	
<b>INCOME</b>		
<b>Sponsorship:</b>		
The Snack Company	£25,000	1R
Soft Drinks Scotland Ltd	£12,500	1K
Ticket Sales - Day	£191,600	
Ticket Sales - Weekend	£241,125	£470,225
<b>EXPENDITURE</b>		
<b>Accommodation:</b>		
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
<b>TOTAL</b>	<b>2</b>

	A	B	C
1	<b>EVENT COSTS - PROJECTED</b>		
2			
3	<b>Accommodation Charges:</b>		
4	Single Room	75	
5	Twin Room	85	
6			
7	<b>Ticket Prices:</b>		
8	Day Ticket	=IF(C33>500000,50,40)	2F
9	Weekend Ticket	=IF(C33>500000,90,75)	1F
10			
11	<b>INCOME</b>		
12	<u>Sponsorship:</u>		
13	The Snack Company	25000	1F
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			1F
19	<b>EXPENDITURE</b>		
20	<u>Accommodation:</u>		
21	Single Room	=10*B4	1F
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

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

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	=F(C33>500000,50,40)	
9	Weekend Ticket	=F(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			

<b>TASK 5a</b>
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):
<ul style="list-style-type: none"> <li>check Task 5b to ensure figures match Task 5a. Candidates can then be awarded these formulae marks, however DNA 1P in Task 5b.</li> <li>If no printout for Task 5b check Task 5a value view and if figures are correct award F marks</li> </ul>
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.

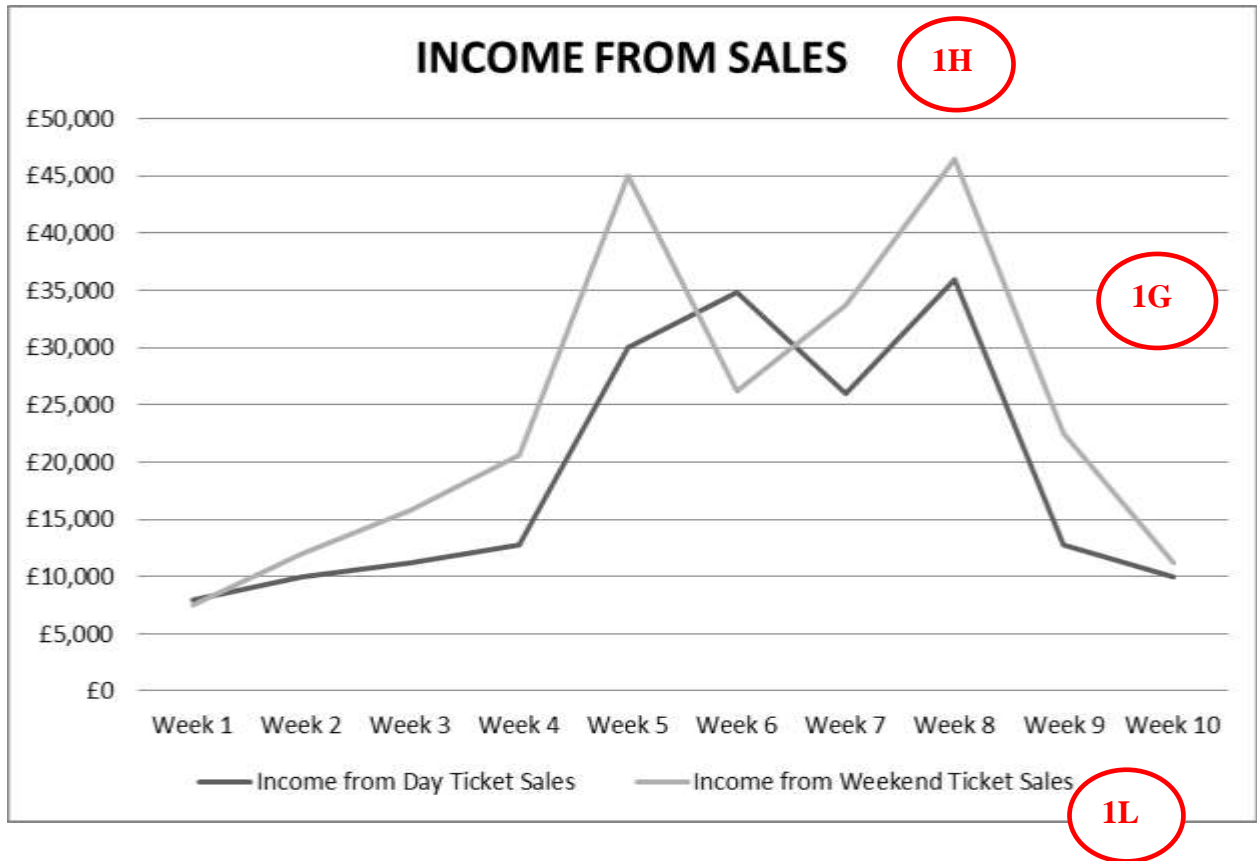


	A	B	C	D	E
1	<b>TICKET SALES - WEEKS 1-10</b>				
2					
3		<b>Day Tickets</b>	<b>Weekend Tickets</b>	<b>Income from Day Ticket Sales</b>	<b>Income from Weekend Ticket Sales</b>
4	Week 1	200	100	=B4*Dayticket	=C4*Weekendticket
5	Week 2	250	160	=B5*Dayticket	=C5*Weekendticket
6	Week 3	280	210	=B6*Dayticket	=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
14	<b>Ticket Sales</b>	=SUM(B4:B13)	=SUM(C4:C13)		
15				<b>Total Income</b>	=SUM(D4:E13)

<b>Task 5b - Formula View</b>	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
Printouts for both 5a and 5b: Value - gridlines only/portrait - both 5a and 5b Formulae - with gridlines and row/column headings/5a portrait and 5b landscape	1P
<b>TOTAL</b>	<b>6</b>

<b>TASK 5b</b>
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.

**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
<b>TOTAL</b>	<b>3</b>

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



## 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

Cophorne Aberdeen

Rox Hotel

Double Tree

Skene House, Holburn or Whitehall or Rosemount

AM-PM City Centre

Martin and Co

Bauhaus

The screenshot shows a flight booking interface. At the top, it says 'Book your trip to Aberdeen' and 'London - Aberdeen, 28 Jul 2016, 1 adult'. Below this, there are tabs for 'Search result', 'Personal data', 'Extra products', 'Payment', and 'Confirmation'. The 'Search result' tab is active, showing 'Your selected trip from London to Aberdeen'. The flight details are: Departure at 14:20, arrival at 15:55, 1h 35min (direct). The total price including tax is £86.65. There is a 'BOOK' button. Below this, it shows 'London (LON) -> Aberdeen (ABZ)' and 'Departure: Thu 28 July 2016 Travelers: 1 adult'. There is a 'Sort by' dropdown set to 'Recommended trips'. Below that, it says 'Your choice | Cheapest flight' and 'Total including taxes & fees: £86.65 of which is taxes & fees: £42.81'. The flight details are: Departure (direct) from London Heathrow (LHR) on Thu 28 July 2016 at 14:20 to Aberdeen (ABZ) on Thu 28 July 2016 at 15:55, operated by British Airways BA1312. The travel time is 1h 35min (direct). There is a 'Return' section that says 'No return trip, you have selected one-way'. The price per adult is £86.65. There is another 'BOOK' button. On the left side, there is a 'TRUSTED CHOICE' badge and a 'TRUSTPILOT' rating of 4.5 out of 5 based on 3474 customer reviews.

	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
<b>TOTAL</b>	<b>3</b>

## TASK 7

Accept any 4 or 5 star hotel within a mile of the city centre.

Accept any London airport.

## TASK 8

SOUNDS ON THE SHORE 2016	
ACT NAME	Moondust
GENRE	Indie Rock
AGENT NO	163
CONFIRMED	<input checked="" type="checkbox"/>
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

1S

1H

1F

1K

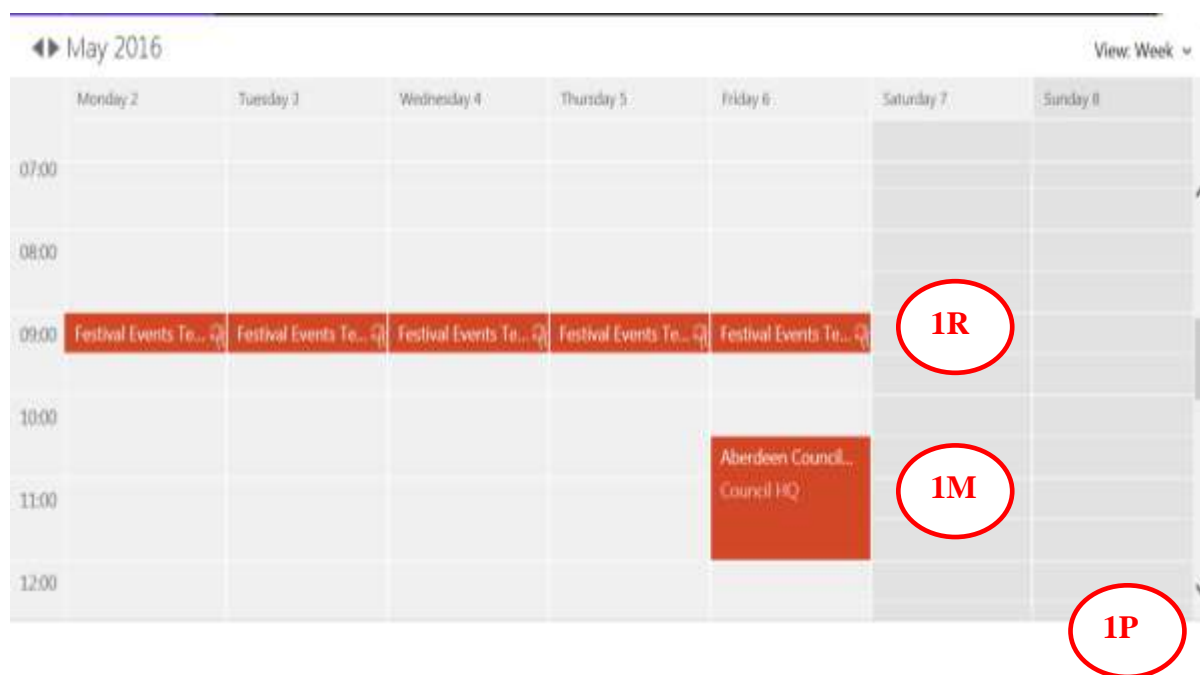
	Marks
All fields present and visible/legible (16) - if Agent No appears twice DNA	1F
Form header inserted (Sounds on the Shore 2016)	1H
Selected record printed (Moondust) in form format	1S
Keyboarding - DNA if <16 fields	1K
<b>TOTAL</b>	<b>4</b>

### TASK 8

If candidate name is in header DNA 1H.

If year is missing from the header DNA 1H.


## 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
<b>TOTAL</b>	<b>3</b>

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.

TASK 10



1FP

**FRIDAY 29 JULY 2016**

**AND**

**SATURDAY 30 JULY 2016**

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
	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

1M

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 - <b>Castille</b>
	North Stage - <b>Emily Banks; Leanna</b>
	Unsigned Stage - <b>Creed Assassin</b>
1600 hours	Set-up each stage for next performers
1700 hours	Main Stage - Elemental; Torches
	South Stage - <b>Enclosure; Kings of Mars</b>
	North Stage - <b>ElectroDJs</b>
	Unsigned Stage - <b>Minotaur; Kno-alls</b>
1900 hours	Set-up stages for final performers
2000 hours	Main Stage - The Heralds; Sorelli
	South Stage - <b>The Candleford Co; Blues Preachers</b>
	North Stage - <b>Jack Jackson; Laura Lawson</b>
	Unsigned Stage - <b>Fox Rocks; Hickory Smoke</b>
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

## 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
<b>TOTAL</b>	<b>6</b>

<b>TASK 10</b>
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: <ul style="list-style-type: none"> <li>• incorrect spacing with dash OR</li> <li>• incorrect spacing with semi-colon</li> </ul> } 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
<b>TOTAL</b>	<b>3</b>

<b>TASK 11a</b>

**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**



Sounds on the Shore

453 Union Street

Aberdeen

AB11 6DB

1H

Phone: 07725381221

E-mail: sos@fastmail.co.uk

Web: www.sos.co.uk

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	1M
Mail merge: salutation, act name, day and stage	1M
Keyboarding	1K
Correct closure - must be lc sincerely	1CC
Print merge fields/print merged letter and overall presentation	1P
<b>TOTAL</b>	<b>7</b>



## 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
<b>TOTAL</b>	<b>6</b>



TASK 13



1L

1TF

1F

1K

1E

1P

	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
<b>TOTAL</b>	<b>6</b>

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.

## 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](http://www.sos.co.uk) – for all the latest info.

1R

1LS

1J

2K

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



# 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.



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.



## Standard Formats

### Date Formats:

Accept any standard format eg:

- 12 May 2016
- 12<sup>th</sup> 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	
<b>Do not accept a.m. or p.m.</b>	

There must be consistency in style throughout task



## 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 <b>not</b> 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**
- **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.



## 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.



## 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.



## 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]