

Key skills Information Technology

Level 3

Magazines

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.

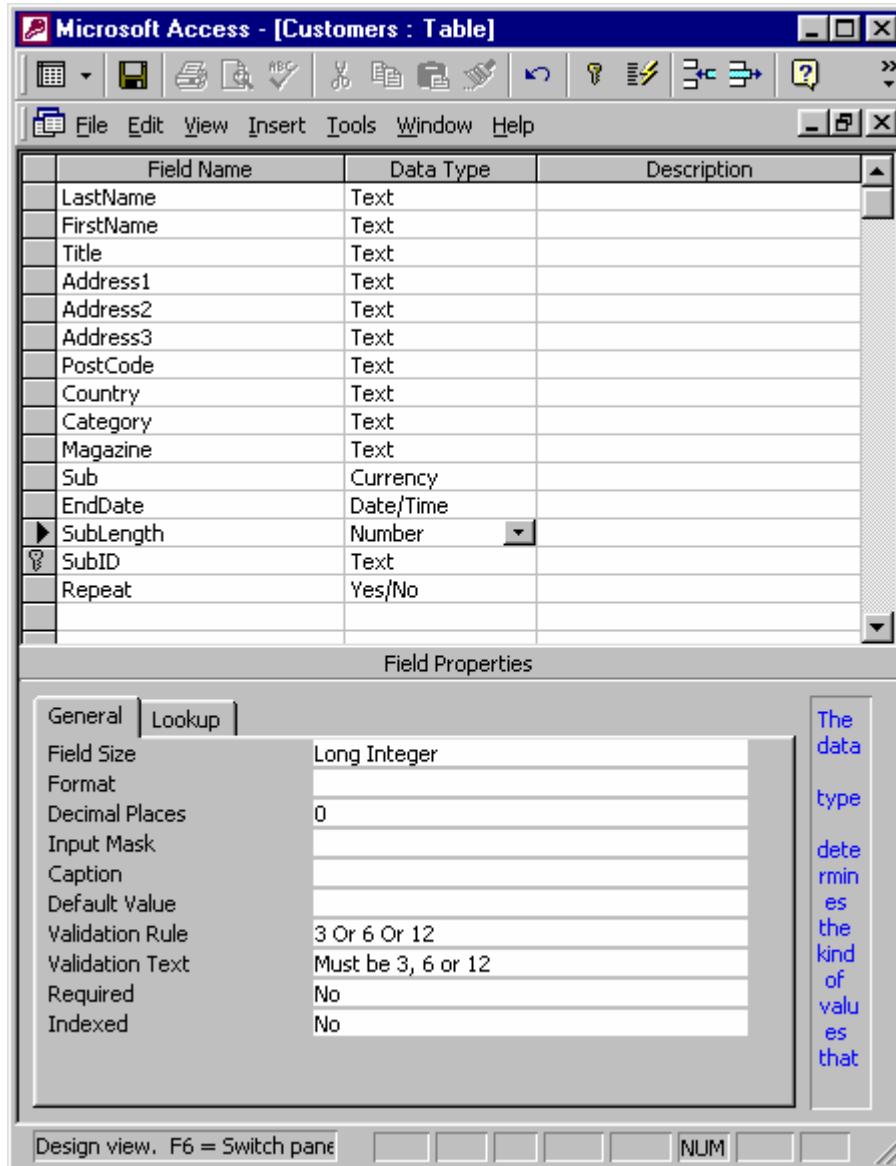
If the file-name lists/screen prints or other printouts do not have the candidate's name printed, the candidate's name should be hand written.

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.

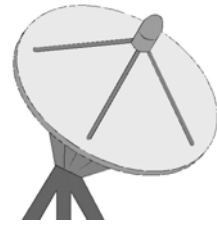
	LEVEL 3 - Magazines - TASK A	Ref to	Mark	Max Mark	Award	Check
1a	Correct file name D1-Initials (Hyphen unimportant)	PO 7	1	8		
1b	Data correctly imported into a database.	PO 1/2	1			
	Only correct field names present.		1			
1c	SubID set as primary key	PO 1	2			
1d,e,f	Data type for Sub as currency, SubLength set as number to 0dp. Repeat field set as Logical	PO 1/2	1			
1g	Field name SubDate changed to EndDate (accept End Date)	PO 1/2	2			
2a	Validation rule set in SubLength field is 3 Or 6 Or 12 or equivalent.	PO 1	3	5		
	Validation Message is "Must be 3, 6 or 12" (with or without ") or equivalent.		1			
2b & 2c	Readable screen dump of table structure printed.	PO 1	1			
3a	Only correct 6 records selected - (LeClerc, Pavior, Davenport, Rey, Mansell, Orton) >=01/10/04 AND<=31/12/04 (2 marks), not inclusive (1 mark only) And (1 mark) Repeat is Yes (1 mark) And (1 mark) <> "England" (1 mark) Any other selection - 1 mark only	PO 2	6	14		
3b	Report title is Subscriptions Due October - December	PO 2	1			
3c	Only fields Country, Magazine, Title, FirstName, LastName, Sub and EndDate selected.	PO 2	1			
	Fields in correct order		1			
	All data fully displayed in columns		1			
3d	Grouped by Country Sorted in ascending order by Country - 1 mark only	PO 2	2			
	Sorted in ascending order of Magazine		1			
3e	Electronic database report footer contains name and title Printout-2 (spelling and hyphen unimportant)	PO 2	1			
		Total		27		
	TASK B					
4a	Text file Memo inserted	PO 3	1	5		
4b	Margins all set approx as left, right to 2cm and top to 3cm (note: top margin maybe to text or graphic).	PO 3	1			
4c,d	Body text in Times Roman or similar and heading MEMO in larger font (Arial or similar)	PO 3	1			
4e	Graphic file LogoM inserted.	PO 3	1			
4f,g	Graphic resized to approx 3cms high, aspect maintained and positioned at the top right of the memo.	PO 3	1			
5a	Left tabs at approx 2.5cm and 8cm.	PO 3	1	3		
5b	Two tick boxes inserted and correctly aligned vertically.	PO 3	1			
5c	Memo on 1 A4 page in portrait orientation	PO 3	1			
6a,b	Memo created as a merge document. Only award if unmerged document present.	PO 4	1	7		
6c	All (14) Merge fields entered correctly into the standard document. Any incorrect spacing – Deduct 1 mark At least one merge field inserted in correct position – 1 mark only NB: If address block is used – refer to Printout-5 to check correct selection of fields and spacing	PO 4	4			
6d	DATE replaced with a correct date.	PO 4	1			
6g	Printed copy of unmerged document with merge fields.	PO 4	1			
7b	Data merged with correct source document. Only award if unmerged document present.	PO 5	3			
7d	Memos for Susan Brown, Mohammed Akhtar and Joan Jones only	PO 5	1			
8a	Folder/directory APPLY set up.	PO 6/7	2	3		
8c	Text file InHouse appears in the APPLY folder/directory	PO 6/7	1			
		Total		22		
	Task C – Record of file names produced during test					
9a	Printed copy of all the files used during the test. There should be 1 database file and 1 word processing file.	PO 7	1	1		
		Total:		1		
		TOTAL			50	



Subscriptions Due October - December

<i>Country</i>	<i>Magazine</i>	<i>Title</i>	<i>FirstName</i>	<i>LastName</i>	<i>Sub</i>	<i>EndDate</i>
<i>France</i>	Coin Bazaar	Mr	Etienne	LeClerc	£19.00	01/10/04
<i>Scotland</i>	Rider and Jumper	Ms	Gail	Pavior	£6.00	30/10/04
<i>Spain</i>	Alive and Well	Ms	Belinda	Davenport	£12.00	30/11/04
	Games R Us	Mr	Pepe	Rey	£5.00	31/10/04
<i>Wales</i>	Literary Aspirations	Ms	Ruth	Mansell	£10.00	31/12/04
	Tennis and Croquet Fortnightly	Mr	Clive	Orton	£50.00	30/11/04

MEMO



From: Managing Director
To: TITLE FIRSTNAME LASTNAME
Date: TODAY'S DATE

Planet Publishing is one of the UK's biggest magazine publishers and we have reached this position by embracing a willingness to expand beyond the traditional methods into the technological age.

Our Subscriptions Online Division are pleased to report a satisfactory profit, thanks to all your efforts and support.

We are currently carrying out a routine check on all our employees' details and request that you help us to do this by checking the following information and confirming that it is correct.

Our records show that:

You have been employed in the	DEPARTMENT department.
Contracted as a	ESTATUS time member of staff.
Employment commenced	STARTDATE
Employee reference is	EMPLOYEEID

Your personal details are as follows:-

Date of birth	DOB
Name	TITLE FIRSTNAME LASTNAME
Address	ADDRESS1
	ADDRESS2
	POSTCODE

I confirm that (TICK APPROPRIATE BOX)

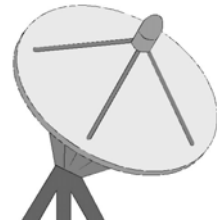
My details are correct.

My details are not correct.

Signature.....

Date.....

MEMO



From: Managing Director
To: «Title» «FirstName» «LastName»
Date 11/07/2007

Planet Publishing is one of the UK's biggest magazine publishers and we have reached this position by embracing a willingness to expand beyond the traditional methods into the technological age.

Our Subscriptions Online Division are pleased to report a satisfactory profit, thanks to all your efforts and support.

We are currently carrying out a routine check on all our employees' details and request that you help us to do this by checking the following information and confirming that it is correct.

Our records show that:

You have been employed in the «Department» department.
Contracted as a «EStatus» time member of staff.
Employment commenced «StartDate»
Employee reference is «EmployeeID»

Your personal details are as follows:-

Date of birth «DOB»
Name «Title» «FirstName» «LastName»
Address «Address1»
«Address2»
«PostCode»

I confirm that (TICK APPROPRIATE BOX)

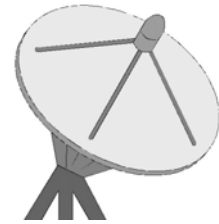
My details are correct.

My details are not correct.

Signature.....

Date.....

MEMO



From: Managing Director
To: Ms Susan Brown
Date 11/07/2007

Planet Publishing is one of the UK's biggest magazine publishers and we have reached this position by embracing a willingness to expand beyond the traditional methods into the technological age.

Our Subscriptions Online Division are pleased to report a satisfactory profit, thanks to all your efforts and support.

We are currently carrying out a routine check on all our employees' details and request that you help us to do this by checking the following information and confirming that it is correct.

Our records show that:

You have been employed in the	Finance department.
Contracted as a	Full time member of staff.
Employment commenced	29/03/1996
Employee reference is	FF378

Your personal details are as follows:-

Date of birth	24/10/1974
Name	Ms Susan Brown
Address	66 Kings Road Stockport SK34 9QW

I confirm that (TICK APPROPRIATE BOX)

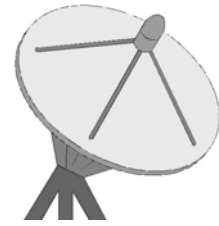
My details are correct.

My details are not correct.

Signature.....

Date.....

MEMO



From: Managing Director
To: Mr Mohammed Akhtar
Date 11/07/2007

Planet Publishing is one of the UK's biggest magazine publishers and we have reached this position by embracing a willingness to expand beyond the traditional methods into the technological age.

Our Subscriptions Online Division are pleased to report a satisfactory profit, thanks to all your efforts and support.

We are currently carrying out a routine check on all our employees' details and request that you help us to do this by checking the following information and confirming that it is correct.

Our records show that:

You have been employed in the	Customer Service department.
Contracted as a	Full time member of staff.
Employment commenced	27/07/2001
Employee reference is	CF456

Your personal details are as follows:-

Date of birth	05/02/1981
Name	Mr Mohammed Akhtar
Address	85 Pole Lane Stockport SK55 9WQ

I confirm that (TICK APPROPRIATE BOX)

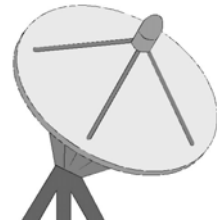
My details are correct.

My details are not correct.

Signature.....

Date.....

MEMO



From: Managing Director
To: Mrs Joan Jones
Date 11/07/2007

Planet Publishing is one of the UK's biggest magazine publishers and we have reached this position by embracing a willingness to expand beyond the traditional methods into the technological age.

Our Subscriptions Online Division are pleased to report a satisfactory profit, thanks to all your efforts and support.

We are currently carrying out a routine check on all our employees' details and request that you help us to do this by checking the following information and confirming that it is correct.

Our records show that:

You have been employed in the	Office Services department.
Contracted as a	Full time member of staff.
Employment commenced	01/09/1992
Employee reference is	OF678

Your personal details are as follows:-

Date of birth	23/08/1972
Name	Mrs Joan Jones
Address	34 Hope Street Stockport SK23 7YP

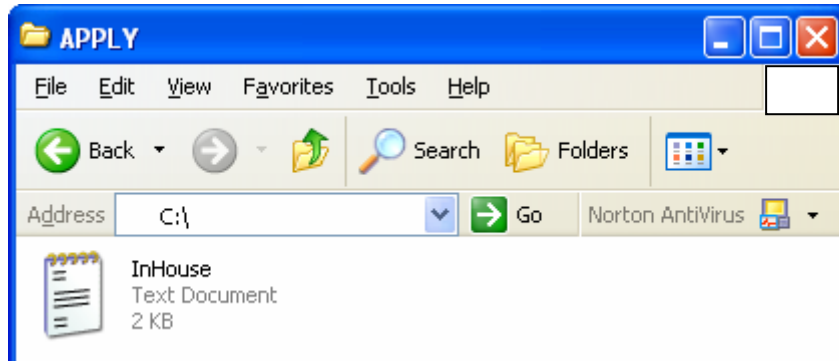
I confirm that (TICK APPROPRIATE BOX)

My details are correct.

My details are not correct.

Signature.....

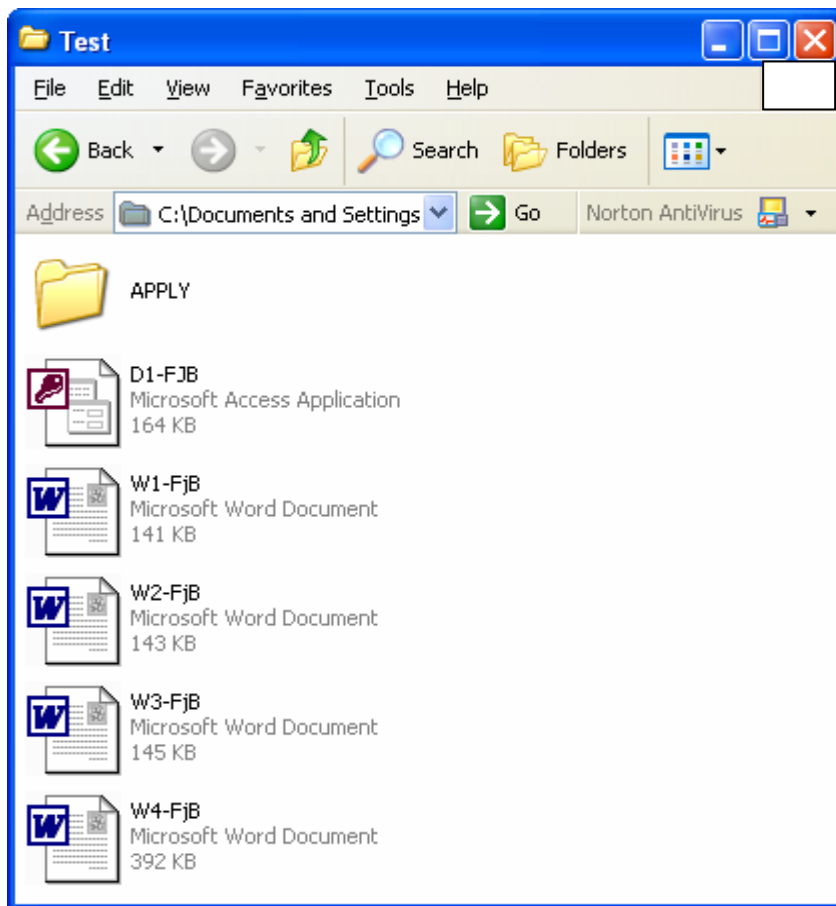
Date.....



Freda J Bloggs

10 October 2004

Printout-6



Freda J Bloggs

10 October 2004

Printout-7