

**GCSE**

**Applied Information and  
Communication Technology**

**Double Award  
January 2009**

**Mark Scheme**

Issued: April 2009



# NORTHERN IRELAND GENERAL CERTIFICATE OF SECONDARY EDUCATION (GCSE) AND NORTHERN IRELAND GENERAL CERTIFICATE OF EDUCATION (GCE)

## MARK SCHEMES (2009)

### Foreword

#### *Introduction*

Mark Schemes are published to assist teachers and students in their preparation for examinations. Through the mark schemes teachers and students will be able to see what examiners are looking for in response to questions and exactly where the marks have been awarded. The publishing of the mark schemes may help to show that examiners are not concerned about finding out what a student does not know but rather with rewarding students for what they do know.

#### *The Purpose of Mark Schemes*

Examination papers are set and revised by teams of examiners and revisers appointed by the Council. The teams of examiners and revisers include experienced teachers who are familiar with the level and standards expected of 16- and 18-year-old students in schools and colleges. The job of the examiners is to set the questions and the mark schemes; and the job of the revisers is to review the questions and mark schemes commenting on a large range of issues about which they must be satisfied before the question papers and mark schemes are finalised.

The questions and the mark schemes are developed in association with each other so that the issues of differentiation and positive achievement can be addressed right from the start. Mark schemes therefore are regarded as a part of an integral process which begins with the setting of questions and ends with the marking of the examination.

The main purpose of the mark scheme is to provide a uniform basis for the marking process so that all the markers are following exactly the same instructions and making the same judgements in so far as this is possible. Before marking begins a standardising meeting is held where all the markers are briefed using the mark scheme and samples of the students' work in the form of scripts. Consideration is also given at this stage to any comments on the operational papers received from teachers and their organisations. During this meeting, and up to and including the end of the marking, there is provision for amendments to be made to the mark scheme. What is published represents this final form of the mark scheme.

It is important to recognise that in some cases there may well be other correct responses which are equally acceptable to those published: the mark scheme can only cover those responses which emerged in the examination. There may also be instances where certain judgements may have to be left to the experience of the examiner, for example, where there is no absolute correct response – all teachers will be familiar with making such judgements.

The Council hopes that the mark schemes will be viewed and used in a constructive way as a further support to the teaching and learning processes.



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*Rewarding Learning*

**General Certificate of Secondary Education**

**January 2009**

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**Applied Information and  
Communication Technology  
Double Award**

**Unit 1: ICT Tools and Applications**

**[GDJ11]**

**MONDAY 12 JANUARY – FRIDAY 16 JANUARY**

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**MARK  
SCHEME**

**Word Processing****Activity P1 ADVERT**

A5 size	[1]
Information added	[1]
Accuracy (capitalisation, punctuation)	[1]
Logo added	[1]
In correct place	[1]
Professional appearance	[1]

**Total marks for activity P1**

6

**Activity P2 LETTERJULY**

Font change	[1]
Change size of title	[1]
Move line	[1]
Add date below address	[1]
Right align address and date	[1]
Move the logo	[1]
Booking Ref field added	[1]
Group field added	[1]
In correct place	[1]
All visible	[1]
On one A4 page	[1]

**Total marks for activity P2**

11

**Activity P3 JULYFIRST JULYLAST**

Correct first letter	[1]
Correct last letter	[1]

**Total marks for activity P2**

2

**Databases****Activity D1 DOWN**

County Down only	[1]
Descending order of leader	[1]
All visible on one A4 page	[1]

**Total marks for activity D1** 3

**Activity D2 NEWGROUPS**

Form created	[1]
Correct data in (Group No./Group/Leader)	[1]
Correct data in (Address 1/Address 2/Town/County/Post Code)	[1]
Correct data in (Tel/Mobile)	[1]
All visible on one A4 page	[1]

**Total marks for activity D2** 5

**Activity D3 NOTPAID**

Correct field names	[5]
Correct name	[1]
Only groups not paid	[1]
Ascending order of Booking Ref	[1]
Design view (not the finished query)	[1]

**Total marks for activity D3** 9

**Activity D4 RESULTS**

Correct results	[1]
One A4 page	[1]
All data visible	[1]

**Total marks for activity D3** 3

**Activity D5 SPECIAL**

Rule added	[1]
Correct rule	[1]
Validation text added	[1]
Rule added to correct field	[1]

**Total marks for activity D5** 4

**Activity D6 ERROR**

Error message displayed	[1]
Correct error message	[1]

**Total marks for activity D6** 2

**Spreadsheets****Activity S1 MEALCOST**

Open correct file	[1]
Make changes	[6]
All visible on one A4	[1]

**Total marks for activity S1**

8

**Activity S2 FORMULAE**

Formula in D2	[1]
Correct formula	[1]
Similar formula in D3 and D4	[1]
Correct formula in G2	[1]
Correct formula in H2	[1]
Correct formula in H3–H4	[1]
Correct formula I2	[1]
One A4 page	[1]
All visible	[1]

**Total marks for activity S2**

9

**Activity S3 VALUES**

Correct changes	[3]
Money as currency	[1]
All visible on one A4 page	[1]
Gridlines and cell reference	[1]

**Total marks for activity S3**

6

**Activity S4 CHANGES**

Row inserted	[1]
Cells merged	[1]
Correct title added	[1]
Title centred	[1]
All on one A4 with grid lines and cell references	[1]

**Total marks for activity S4**

5

**Multimedia****Activity MM1 SHOW**

Title added	[1]
Accuracy of body text (larger, suitable for titles and headings)	[1]
Suitable font and size	[1]
Graphics added	[1]
From J09image.doc	[1]
Professional appearance	[1]

**Total marks for activity MM1**

6

**Activity MM2 SLIDES**

Slide 2 text added	[1]
Graphic from J09image.doc	[1]
Slide 3 text added	[1]
Graphic from J09image.doc in correct place	[1]
Slide 4 text added	[1]
Graphic from J09image.doc	[1]
Slide 5 text added accurately	[1]
Graphic from J09image.doc in correct place	[1]
Accuracy of text on slide six	[1]
All six on one A4	[1]

**Total marks for activity MM2**

10

**Activity MM3 MASTER**

Correct graphic file added	[1]
On Slide Master	[1]
Correct place	[1]

**Total marks for activity MM3**

3

**Activity MM4 TIME**

Timing added to slide 2	[1]
5 seconds	[1]

**Total marks for activity MM4**

2

		AVAILABLE MARKS
<b>Activity MM5 CONTINUOUS</b>		
Continuous loop set up	[1]	
Screen shot to show how	[1]	
<b>Total marks for activity MM5</b>		2
<b>Activity FM2 PASSWORD</b>		
Document renamed	[1]	
Document moved	[1]	
Password added	[1]	
Correct folder and other files	[1]	
<b>Total marks for activity FM2</b>		4
<b>Total</b>		<b>100</b>