edexcel

INTERNATIONAL GCSE

Information and Communication Technology (ICT) (9-1)

SAMPLE ASSESSMENT MATERIALS

Pearson Edexcel International GCSE in Information and Communication Technology (ICT) (4IT1)

For first teaching September 2017
First examination June 2019

Pearson

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Edexcel, BTEC and LCCI qualifications

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Acknowledgements

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Introduction

The Pearson Edexcel International GCSE (9-1) in Information and Communication Technology (ICT) is designed for use in schools and colleges. It is part of a suite of International GCSE qualifications offered by Pearson.

These sample assessment materials have been developed to support this qualification and will be used as the benchmark to develop the assessment students will take.

General marking guidance

- All candidates must receive the same treatment. Examiners must mark the last candidate in exactly the same way as they mark the first.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than be penalised for omissions.
- Examiners should mark according to the mark scheme – not according to their perception of where the grade boundaries may lie.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification/indicative content will not be exhaustive.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, a senior examiner must be consulted before a mark is given.
- Crossed-out work should be marked unless the candidate has replaced it with an alternative response.
- Candidates' responses need to provide evidence that meets the whole of the level, and preceding levels in a levels based mark scheme, before being considered against a higher level.

Write your name here

Surname	Other names

Pearson Edexcel
International GCSE

Centre Number	Candidate Number

Information and Communication Technology

Level 1/2
Paper 1: Written Paper

Sample assessment material for first teaching September 2017
Time: 1 hour 30 minutes

Paper Reference
4IT1/01

You do not need any other materials.

Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Answer **all** questions.
- Answer the questions in the spaces provided
  – *there may be more space than you need.*

Information

- The total mark for this paper is 100.
- The marks for **each** question are shown in brackets
  – *use this as a guide as to how much time to spend on each question.*

Advice

- Read each question carefully before you start to answer it.
- Try to answer every question.
- Check your answers if you have time at the end.

Turn over ▶

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Answer ALL questions. Write your answers in the spaces provided.

Part of the specifications for four laptops are shown in Figure 1.

	Laptop A	**Laptop B**
Processor	Axiom G28 1.33 GHz	DRF A10-5800K 4.2 GHz
RAM	2 Gb	12 Gb
Additional Drives	No	DVD-RW
Resolution	1280 × 800	1920 × 1080
Storage Type	SSD	HDD
Storage Capacity	256 Gb	1 Tb
USB	USB 3.0 × 1 USB 2.0 × 1	USB 3.0 × 3
Weight	1.9 kg	2.8 kg

	Laptop C	**Laptop D**
Processor	DRF A8-10 APU 2.16 GHz	Axiom N3700 1.7 GHz
RAM	2 Gb	4 Gb
Additional Drives	No	DVD-RW
Resolution	1366 × 768	1366 × 768
Storage Type	SSD	HDD
Storage Capacity	256 Gb	500 Gb
USB	USB 3.0 × 1 USB 2.0 × 1	USB 3.0 × 1 USB 2.0 × 2
Weight	1.7 kg	2.3 kg

Figure 1

DO NOT WRITE IN THIS AREA
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1 (a) State **one** peripheral device that is used to **input** sound.

(1)

.....

(b) State **one** peripheral device that is used to **output** sound.

(1)

.....

Use the information in Figure 1 to answer these questions.

(c) Laptop B has a DVD-RW additional drive.

(i) Which **one** of these is the method of storing data on a DVD?

(1)

- ☒ **A** Optical storage
- ☒ **B** Flash memory
- ☒ **C** Biometric memory
- ☒ **D** Magnetic storage

(ii) State what is meant by 'RW' in the term 'DVD-RW.'

(1)

.....

(d) Identify the speed of the processor in Laptop C.

(1)

.....

(e) Laptop B has a storage capacity of 1 Tb.

Which **one** of these has the same storage capacity as 1 Tb?

(1)

- ☒ **A** 1000 kilobits
- ☒ **B** 1000 megabytes
- ☒ **C** 1000 gigabits
- ☒ **D** 1000 gigabytes

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(f) Laptop B has the most RAM.

(i) State what 'RAM' stands for.

(1)

(ii) State **two** characteristics of RAM.

(2)

1 .....

.....

2 .....

.....

(iii) Explain why having a large amount of RAM can benefit the user.

(2)

.....

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.....

(g) Laptop A has a solid state drive (SSD). Laptop B has a hard disc drive (HDD).

Laptops with SSDs generate less heat than those with HDDs.

(i) Explain **two** other advantages of having an SSD rather than an HDD in a laptop.

(4)

1 .....

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2 .....

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(ii) Explain **one** disadvantage of having an SSD rather than an HDD in a laptop.

(2)

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(h) (i) The measurement of the screen resolution for Laptop A is shown as 1280 × 800.

Which **one** of these is the unit used to measure screen resolution?

(1)

- ☒ **A** Inch
- ☒ **B** Mbps
- ☒ **C** Pixel
- ☒ **D** Bit

(ii) Screen resolution can be altered to help users with visual impairment.

State **two** other system settings that can be altered to help users with visual impairment.

(2)

1 .....

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2 .....

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(Total for Question 1 = 20 marks)

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2 *Atzform* is a retailer with stores across the UK.

Goods can be purchased in the stores or online via the company website.

(a) Karon visits her local store to buy toys for her son.

(i) State **two** reasons why Karon may prefer to buy in the store rather than online.

(2)

1 .....

.....

2 .....

.....

(ii) Karon uses a bank card to pay for the toys.

She inserts her card into a card reader.

Which **one** of these must she enter to process the payment?

(1)

☒ **A** Card number

☒ **B** Name

☒ **C** PIN

☒ **D** Password

(b) Iqbal uses the *Atzform* website to buy toys for his son.

State **two** reasons why Iqbal may prefer to buy online rather than visiting his local store.

(2)

1 .....

.....

2 .....

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(c) Iqbal knows the *Atzform* website is secure.

(i) State **three** ways in which his web browser indicates that the website is secure.

(3)

1 .....

.....

2 .....

.....

3 .....

.....

(ii) State the method used to secure data transmitted to and from a website.

(1)

.....

.....

(d) Iqbal has decided to set up an account on the *Atzform* website.

(i) He is prompted to set up a user name and password.

Which **one** of these would provide the strongest password?

(1)

☒ **A** Iqbal1987s

☒ **B** 19SeN#8tM

☒ **C** 19IqBal#87

☒ **D** IqBal1987

(ii) A strong password will help prevent others from accessing his *Atzform* account.

State **two** ways he could keep his password secure.

(2)

1 .....

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2 .....

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(iii) In order to complete the setup of his account Iqbal is shown this test.

Refresh

Please enter the five letters or digits that appear in the image to the left: ☐

Which **one** of these statements is correct?

The test is used to:

(1)

- ☒ **A** check that Iqbal's password is correct
- ☒ **B** allow automated password generation
- ☒ **C** prevent automated sign-up scripts
- ☒ **D** ensure that Iqbal's keyboard is working properly

(e) The information Iqbal enters is stored by the company.

(i) *Atzform* must ensure that the data is kept secure.

State **three** other legal requirements that a company must follow when storing the personal data of customers.

(3)

1 .....

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2 .....

.....

3 .....

.....

(ii) State **two** legal rights that Iqbal has in relation to his personal data stored by *Atzform*.

(2)

1 .....

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2 .....

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(Total for Question 2 = 18 marks)

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3 Josef is a student who travels by bus to college.

He uses his smartphone to communicate with his friends when travelling.

(a) His smartphone has a SIM card installed.

(i) Which **one** of these is true?

A SIM card is necessary to connect a smartphone to a:

(1)

- ☒ **A** mobile network
- ☒ **B** Wi-Fi network
- ☒ **C** local area network
- ☒ **D** wireless adaptor

(ii) Which **one** of these is a type of connectivity used by a SIM card?

(1)

- ☒ **A** Infra-red
- ☒ **B** WEP
- ☒ **C** WPA
- ☒ **D** 4G

(b) Adrian has a tablet device without a SIM card.

Adrian would like to access the internet using Josef's smartphone network connection.

(i) Which **one** of these could be used to connect the tablet device to the internet?

(1)

- ☒ **A** GPS
- ☒ **B** Notifications
- ☒ **C** Tethering
- ☒ **D** Messaging

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DO NOT WRITE IN THIS AREA

Adrian has connected his tablet device to Josef's smartphone.

(ii) Explain **one** consequence to Josef of Adrian's tablet device being connected.

(2)

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(c) Josef uses a laptop to complete his college work.

He has installed open source software because it is free.

(i) Explain **one** other benefit of using open source software.

(2)

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(ii) State **two** drawbacks of using open source software.

(2)

1 .....

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2 .....

.....

(iii) He uploads his assignments to the college's virtual learning environment (VLE).

State **two** other ways in which Josef can use the VLE.

(2)

1 .....

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2 .....

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DO NOT WRITE IN THIS AREA

(iv) Josef stores his files online rather than on his laptop.

State **two** benefits to Josef of using online storage.

(2)

1 .....

.....

2 .....

.....

(d) Josef uses social networking sites to keep in touch with his friends.

State **two** problems that can arise from the use of social networking.

For each problem state **one** action that Josef can take to minimise the risk.

(4)

Problem 1

.....

Action

.....

.....

Problem 2

.....

Action

.....

.....

(e) Josef's fitness training blog has many followers.

He would like to earn money from his blog. Describe **one** way he can do this.

(2)

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(Total for Question 3 = 19 marks)

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4 Pat has a desktop PC at home.

(a) One role of a PC operating system is to provide security.

(i) Give **two** other roles of a PC operating system.

(2)

1 .....

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2 .....

.....

(ii) Give **two** security features provided by a PC operating system.

(2)

1 .....

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2 .....

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(b) Pat is considering upgrading the operating system on her PC.

Explain **two** factors that she should consider before upgrading the operating system.

(4)

1 .....

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2 .....

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DO NOT WRITE IN THIS AREA

(c) Pat is considering replacing her PC.

State **two** ways in which she can reduce the environmental impact when disposing of the PC.

(2)

1 .....

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2 .....

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(d) The company that Pat works for allows staff to work from home.

This reduces her travel costs.

(i) State **two** other benefits to **Pat** of being able to work from home.

(2)

1 .....

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2 .....

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(ii) Describe **one** benefit to the **company** of staff working from home.

(2)

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(e) Pat's company offers training that includes some classes at a local college as well as independent study. She is required to submit assignments throughout the course.

Discuss how Pat might use online services to complete her training successfully.

(8)

(Total for Question 4 = 22 marks)

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5 Hillmart Youth Centre provides a range of services and activities for young people.

The centre has a small network of PCs connected to the internet.

(a) State **two** types of internet connection that could be used.

(2)

1 .....

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2 .....

.....

(b) The centre provides an unsecured Wi-Fi connection to the network.

Jasmine often connects her tablet device to the unsecured Wi-Fi network.

Describe **one risk to Jasmine** of using an unsecured wireless network.

(3)

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(c) Jasmine shares a video clip with some of her friends using Bluetooth.

Explain how using Bluetooth, rather than Wi-Fi, will affect the sharing experience.

(2)

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(d) Staff at the centre have individual user accounts on the network.

Identify **three** ways in which this will affect their use of the system.

(3)

1 .....

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2 .....

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3 .....

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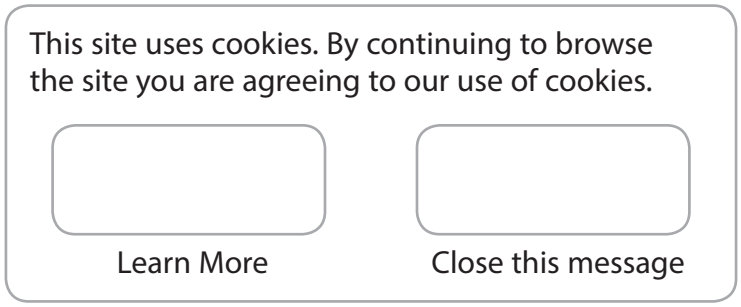
When Jasmine accesses a website, she sees this message:



(e) Describe how cookies are used by websites.

(3)

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(f) Jasmine would like to purchase videos and music from the internet to access on her tablet.

Discuss the factors that Jasmine should consider before purchasing and downloading video and music online.

(8)

(Total for Question 5 = 21 marks)

TOTAL FOR PAPER = 100 MARKS

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Mark scheme

Sample assessment materials for first teaching September 2017

International GCSE in Information and Communication Technology (4IT1/01)

Paper 1: Written Paper

Question	Answer	Mark
1(a)	Microphone (1) **Accept: webcam**	**(1)**
Question	**Answer**	**Mark**
1(b)	Any **one** of: • Speaker (1) • Headphones (1)	**(1)**
Question	**Answer**	**Mark**
1(c)(i)	A	**(1)**
Question	**Answer**	**Mark**
1(c)(ii)	Rewritable Accept Read-write	**(1)**
Question	**Answer**	**Mark**
1(d)	2.16 GHz **Do not accept:** **Any other text from: DRF A8–10 APU**	**(1)**
Question	**Answer**	**Mark**
1(e)	D	**(1)**
Question	**Answer**	**Mark**
1(f)(i)	Random Access Memory	**(1)**
Question	**Answer**	**Mark**
1(f)(ii)	Any **two** from: • Volatile/loses data when computer is turned off/temporary memory (1) • Can be read from and written to (1)	**(2)**
Question	**Answer**	**Mark**
1(f)(iii)	**One** explanation from: • Laptop/programs run faster (1) because more data is stored in RAM/RAM has faster access than HDD (1) • Improves multitasking (1) without problems such as lag/delay (1) • Games/graphics/video/streaming need lots of RAM (1) otherwise user will get poor-quality images/buffering (1) **Requires linked responses for two marks**	**(2)**

Question	Answer	Mark
1(g)(i)	Any **two** explanations from: • SSDs use less power than HDDs (1). Battery will last longer before recharging/helps when travelling/ not near socket (1) • SSDs more robust (no moving parts) (1) makes them better for carrying/moving around (1) • Laptops with SSDs are lighter (less cooling required) (1) makes them better for carrying/moving around (1) • SSDs read and write data faster than HDDs (1) Start-up/ boot-up/applications will be quicker (1) **Do not accept: Reference to generating less heat** **Requires linked responses for two marks in each explanation**	**(4)**

Question	Answer	Mark
1(g)(ii)	Any **one** from: • SSDs are more expensive than HDDs for the same amount of storage (1) which means spending more or tolerating lower capacity (1) • SSDs usually have less storage capacity (1) therefore also need external storage device/use cloud storage (1) **Requires linked responses for two marks in each explanation**	**(2)**

Question number	Answer	Mark
1(h)(i)	C	**(1)**

Question	Answer	Mark
1(h)(ii)	Any **two** from: • Contrast (1) • Narrator/text-to-speech (1) • Magnifier (1) • Change 'theme' colours (1) **Do not accept:** **Resolution, Zoom, Hardware solutions**	**(2)**

Question	Answer	Mark
2(a)(i)	Any **two** from: • Not IT literate (1) • No access to the internet (1) • Enjoys the shopping experience/prefers face-to-face service (1) • No bank card/prefer to pay by cash (1) • Worried about online security of her personal data (1) • Can get goods immediately (1) **Do not accept: 'Try before buying'**	**(2)**
Question	**Answer**	**Mark**
2(a)(ii)	C	**(1)**
Question	**Answer**	**Mark**
2(b)	Any **two** from: • Can order 24–7/when store is closed (1) • Can check that toys are in stock (1) • May get special online offers (1) • Can easily compare prices with other stores (1) • May be unable to visit the store/may not have a local store (1) **Do not accept: Home delivery**	**(2)**
Question	**Answer**	**Mark**
2(c)(i)	Any **three** from: • HTTPS (in the address bar) (1) • Padlock symbol (at the end of the address bar/bar at the bottom of screen) (1) • Trusted site sign (Norton Secured/McAfee Secure) (1) • Address bar turns green/changes colour (1)	**(3)**
Question	**Answer**	**Mark**
2(c)(ii)	Encryption	**(1)**
Question	**Answer**	**Mark**
2(d)(i)	B	**(1)**
Question	**Answer**	**Mark**
2(d)(ii)	Any **two** from: • Don't click on 'remember my password' on a shared computer (1) • Don't let others see him enter password (1) • Don't write it down (1)	**(2)**

Question	Answer	Mark
2(d)(iii)	C	**(1)**
Question	**Answer**	**Mark**
2(e)(i)	Any **three** from: • Processed fairly and lawfully (1) • Obtained fairly and lawfully (1) • Processed in accordance with rights of data subject (1) • Data must be accurate (1) • Data must be kept up to date (1) • Data must be kept only as long as necessary (1) • Data must be shown to subjects on request (1) • Must specify the purpose for holding the data/use only for the specified purpose (1) • Must be adequate/not excessive (1) • Cannot be transferred to countries with less protection (1)	**(3)**
Question	**Answer**	**Mark**
2(e)(ii)	Any **two** from: • Can view and check the accuracy of the data stored (1) • Correction of identified images (1) • Deletion of data that may cause him harm/distress	**(2)**

Question	Answer	Mark
3(a)(i)	A	**(1)**
Question	**Answer**	**Mark**
3(a)(ii)	D	**(1)**
Question	**Answer**	**Mark**
3(b)(i)	C	**(1)**
Question	**Answer**	**Mark**
3(b)(ii)	An explanation from: The bandwidth available to Josef will be reduced (1); this affects the performance of his phone (e.g. won't be able to watch a video) (1) The data used by Adrian will be taken from Josef's allowance (1) so may cost money/lead to lack of data (1) Tethering uses more power (1), so the phone's battery charge will not last as long (1)	**(2)**
Question	**Answer**	**Mark**
3(c)(i)	An explanation from: • The source code can be changed/accessed (1); can adjust to suit the needs of the user (1)	**(2)**
Question	**Answer**	**Mark**
3(c)(ii)	Any **two** from: • May not have as many features as proprietary software (1) • May not have bug-fixing/patch supports (1) • Not all software types have an open source version (1) • May not be compatible with proprietary software (used by the college) (1)	**(2)**
Question	**Answer**	**Mark**
3(c)(iii)	Any **two** from: • Can check marks/grades (1) • Can access information/help sheets etc. uploaded by staff (1) • Can communicate with tutors (1)	**(2)**
Question	**Answer**	**Mark**
3(c)(iv)	Any **two** from: • Automatic backup (1) • Can access files from any device (connected to the internet) (1)	**(2)**

Question	Answer	Mark
3(d)	Any **two** from: • You're not always sure who is reading your posts/are public resources (1) Adjust privacy setting to limit who can see/limit the personal information that you post (1) • People are not always who they seem (1); don't arrange to meet anyone you're uncertain of (1) • Online bullying (1); if you have a problem make sure you confide in a responsible person (1) • Can become very time consuming/obsessive (1); restrict the amount of time spent on the sites (1) • Social networking sites are often targeted by malware (1); make sure your device has up-to-date virus protection (1)	**(4)**
Question	**Answer**	**Mark**
3(e)	Persuade companies to place adverts on his blog (1) who will pay him when an advert is clicked on (1) Use the blog to gain a reputation for fitness training advice (1) and attract clients to set up a training business (1)	**(2)**

Question	Answer	Mark
4(a)(i)	Any **two** from: • File management (1) • Hardware management/device drivers (1) • Resource allocation/multi-tasking (1) • Memory management (1) • Networking (1)	**(2)**
Question	**Answer**	**Mark**
4(a)(ii)	Any **two** from: • Firewall • User management/passwords • File permissions • File access/sharing settings • (File/disk) encryption	**(2**
Question	**Answer**	**Mark**
4(b)	An explanation from: • Compatibility (1): will existing hardware/software work/need upgrading? (1) • Training/familiarisation (1): she may need support to use the new OS (1) • Cost (1): she may want to take advantage of a free/less expensive OS (1)	**(4)**
Question	**Answer**	**Mark**
4(c)	The PC/parts of the PC be recycled (1) Investigate donating to local schools/charities (1)	**(2)**
Question	**Answer**	**Mark**
4(d)(i)	Any **two** of: • Less travelling reduces stress (1) • Can use travelling time to do other things (1) • Flexible time management (1)	**(2)**
Question	**Answer**	**Mark**
4(d)(ii)	Any **two** of: • May be able to reduce office space (1) reduce number of desks needed/hot desking (1) • Improved productivity (1) staff less stressed/staff use travelling time to work (1) • Appoint better qualified staff (1) as they can recruit from wider area (1)	**(4)**

Question	Indicative content
4(e)	Candidates should explain how using digital technologies will impact on Pat's learning experience on a part-time course. The indicative content is not exhaustive/prescriptive and students should be credited for other relevant content. **Use of the internet/digital devices** Pat already has internet connection as she is working from home and will be able to use this to enhance her studies. Using a range of digital devices: • to carry out research/access resources • communicate • produce work. **Computer aided learning systems (CAL)** • May be provided by the college (via VLE) or available on line. • Will allow her to work independently, in her own time, which is ideal for a part-time student because she can fit it around her work. • Allows her to work at her own pace, which may be beneficial to someone returning to study. • Can be used to reinforce learning using drill and practice. • Usually provides instant feedback, which is ideal for an independent learner. **College VLE** • Will give Pat remote access – important when following a part-time course. • Materials can be uploaded by her tutors, these may be study notes, assignments etc, but also links to other learning resources. • Pat will be able to upload work via the VLE. • Download assignments. • Contact tutors to discuss issues etc. **Communication methods** Use a range of communication methods: • emailing tutors for clarification/queries etc. • join online forums to discuss topics covered by the course • Facebook groups set up on particular topics.

Level	Mark	Descriptor
	0	No rewardable material.
1	**1–3**	A limited number of points will be identified, which may only support one point of view. At least one point will have evidence to support it. The discussion will have few (if any) links to the scenario. There may a conclusion but this is likely to be a simple statement. The response will lack clarity and organisation.
2	**4–5**	A range of points will be identified, which compare different points of view, though the discussion may be unbalanced. Some points will be supported by evidence. The comparisons will include links to the scenario but may include some generic points. A conclusion will be included, which will link with the comparison, though the link may be implicit. The response will show some focus but may not be well organised.
3	**6–8**	The discussion compares a range of different points of view. Most points will be support by evidence. The majority of the discussion will link to the scenario. A conclusion will be given that clearly links to the comparisons made in the discussion. The response will show good focus and organisation.

Question	Answer	Mark
5(a)	Any **two** from: • Broadband (fibre)/ADSL/satellite • Satellite • Accept 2G/3G/4G/GSM/HSPA/Mobile broadband	**(2)**
Question	**Answer**	**Mark**
5(b)	A description to include **three** from: Jasmine's tablet can be accessed by unauthorised users/hacked (1) can obtain personal data such as password/'hijack' her email account (1) data can be used for criminal purposes/to breach her privacy (1) **Do not accept: 'Hackers' without reference to the tablet**	**(3)**
Question	**Answer**	**Mark**
5(c)	An explanation from: Bluetooth has a slower transmission rate/smaller bandwidth (1) therefore the file will take longer to download (1) A video file is large (1) Bluetooth connection may 'time out' before the file is downloaded (1) Bluetooth has a shorter range than Wi-Fi (1) meaning she cannot share it with as many people (1) Bluetooth is peer-to-peer/doesn't need a router (1) so will take less time to set up/pair the devices (1) Some devices do not use WiFi/Bluetooth (1) so will increase/decrease compatibility (1)	**(2)**
Question	**Answer**	**Mark**
5 (d)	Any **three** from: • They will be able to access files from any workstation (1) • They will be able to access only their own/shared/authorised files (1) • They will be restricted in the software they can access (1) • They will be restricted in the hardware they can access (1) • The systems settings they can change will be restricted/limited (1) • They will be restricted in what they can add/remove from the network (1)	**(3)**
Question	**Answer**	**Mark**
5(e)	An description to include: (Cookies) are small files downloaded and stored (1), which record visits to the website (1), helps website tailor subsequent visits to suit individual (1)	**(3)**

Question	Indicative content
5(f)	Students should discuss the factors that Jasmine should consider before purchasing videos and music from the internet to access on her tablet. The indicative content is not exhaustive/prescriptive and learners should be credited for other relevant content. • Methods and cost implications - Paying contract fees for TV with additional on-demand services (e.g. Sky TV) – provided with a wide range of video and music which can be streamed AND available to download. Downloads may have 'use by date' after which they are removed from the device(s). - Contracts can be very expensive in the long run. - Paying contract fees for on-demand service (e.g. Netflix) – provided with a wide range of video and music which can be streamed NOT available to download. - Contracts are not as expensive as method above. - Paying one-off fees for individual downloads (e.g. iTunes) – generally more expensive per item. Streaming not available. - Can be kept as long as user wants. • Streaming: - Need internet connection - No impact on storage capacity - Can be viewed straight away, don't have to wait for whole item to be stored on device - Is stored only temporarily on device - Buffering – may cause problems when watching - Uses large quantities of data which will use up contracted data/incur additional payments when watching using cellular networks • Downloading: - Tablet memory will be limited. - Downloading video and music will quickly fill up the available space, file sizes are relatively large. - Downloaded files can be kept forever (dependent on type of contract) and viewed repeatedly. - Don't need internet connection to view/listen. - Can be paused/fast forwarded/rewound etc. • Security of her personal data Must ensure that she provides appropriate data only, some providers frequently ask for excessive/unnecessary data. • Privacy – information such as use of location trackers are requested unnecessarily. • Legitimacy of the websites. • Compatibility (video/music formats). • Not all video/audio files will be provided in an appropriate format.

Level	Mark	Descriptor
	0	No rewardable material.
1	**1-3**	A limited number of points will be identified, which may only support one point of view. At least one point will have evidence to support it. The discussion will have few (if any) links to the scenario. There may a conclusion but this is likely to be a simple statement. The response will lack clarity and organisation.
2	**4-5**	A range of points will be identified, which compare different points of view, though the discussion may be unbalanced. Some points will be supported by evidence. The comparisons will include links to the scenario but may include some generic points. A conclusion will be included, which will link with the comparison, though the link may be implicit. The response will show some focus but may not be well organised.
3	**6-8**	The discussion compares a range of different points of view. Most points will be support by evidence. The majority of the discussion will link to the scenario. A conclusion will be given that clearly links to the comparisons made in the discussion. The response will show good focus and organisation.

Pearson Edexcel International GCE

Information and Communication Technology

Level 1/2
Paper 2: Practical Paper

Sample assessment material for first teaching September 2017
Time: 3 hours

Paper Reference
4IT1/02

You must have: Cover sheet, short treasury tag.
Data files: AUGMTG1, AUGMTG2, AUGMTG3, DRAFT, FINANCE, HOTEL, RESTEASY, IMAGES folder

Instructions

- Complete your candidate details on the cover sheet provided.
- At the end of the examination, use a treasury tag to attach your printouts to page 2 of the cover sheet.

Information

- There are **two** sections in this paper, with a total of **100** marks.
- The mark for each part of a task is shown in brackets: e.g. **(2)**.

Advice

- Read through the instructions on page 3.
- Attempt **ALL** tasks.
- Take breaks away from the computer from time to time.
- Label your printouts clearly as instructed in each task.

Turn over ▶

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Pearson

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Instructions to candidates

This paper consists of two sections. Each section contains several tasks.

Work through the tasks in order.

Spend approximately 90 minutes on each section.

You **MUST** enter the task number, your name, candidate number and centre number on each document **BEFORE PRINTING**.

This table shows the major software used, the marks available and the data files needed for each section.

Section	Marks	Data files needed
A Spreadsheet and presentation software	50	FINANCE, HOTEL, IMAGES folder
B Database and word processing software	50	AUGMTG1, AUGMTG2, AUGMTG3, RESTEASY, DRAFT
Total marks	100	

For each activity, you may also need to use other software.

Scenario

Sharma Resteasy Hotels owns hotels around the world.
Jayesh Sharma is the owner of the company.
These are the contact details for Jayesh.

Address:
Jayesh Sharma
Sharma Resteasy Hotels
140 Resteasy Road
Prestwood
London
EC6 7HG

Telephone:
020 7946 0753

Website:
www.sreh1999.co.eu

Email:
enquiries@sreh1999.co.uk

House style
The house style for documents is a sans serif font.
Company documents have the logo in the bottom left-hand corner.

SECTION A – Hotel group finances

You are advised to spend about 90 minutes on this section.

Task A1

The spreadsheet **HOTEL** contains details of the hotels owned by the company.

It has two worksheets called **DETAIL** and **DISCOUNT**.

OPEN the spreadsheet **HOTEL**.

OPEN the worksheet **DETAIL**.

ENTER "Task A1" and your name, candidate number and centre number in the footer.

Task A1a

Jayesh has bought a new hotel.

The details for the new hotel are:

Code:	544SP
Hotel Name:	Malaga Resteasy
Location:	Spain
Grade:	5
Rooms:	75
Daily Room Rate:	66.45

Add these details to the worksheet.

(2)

Task A1b

Format the **DETAIL** worksheet so that:

- currency values show the currency symbol (£, $ or €) and two decimal places
- all of the data is visible.

(2)

Task A1c

Sort the **DETAIL** worksheet into alphabetical order by hotel name within alphabetical order of location.

(3)

SAVE the spreadsheet as **TASK A1**.

PRINT the **DETAIL** worksheet on **one** side of A4, showing the **data**.

(Total for Task A1 = 7 marks)

Task A2

Jayesh wants to use spreadsheet tools to analyse the data.

OPEN the worksheet **DETAIL**.

ENTER "Task A2" and your name, candidate number and centre number in the footer.

Task A2a

(i) Enter a formula in cell **F32** to calculate the average **Daily Room Rate**.

(2)

Jayesh estimates that 80% of the rooms in the hotels are occupied each day.

(ii) Enter formulae in suitable cells to calculate:

- the daily income for each hotel if 80% of the rooms are occupied
- the total daily income.

(4)

SAVE the spreadsheet as **TASK A2**.

DO NOT PRINT at this stage.

Task A2b

Jayesh wants to calculate the impact of giving a discount that depends on the grade of the hotel.

He has stored discount percentage rates in the **DISCOUNT** worksheet.

(i) Use a spreadsheet function and the information in the **DISCOUNT** worksheet to display the percentage discount rate for each hotel.

(2)

He estimates that 85% of rooms will be occupied each day as a result of giving a discount.

(ii) Enter formulae in suitable cells to calculate:

- the revised daily room rate for each hotel
- the revised daily income for each hotel
- the revised total daily income.

(5)

RESAVE TASK A2.

DO NOT PRINT at this stage.

Task A2c

(i) Enter suitable labels for each column in which you have entered formulae in **Task A2a** and **Task A2b**.

(1)

(ii) Hide columns **B**, **C**, **D** and **E**.

(1)

RESAVE TASK A2.

PRINT the **DETAIL** worksheet on one side of A4, showing the **data**.

Display the **DETAIL** worksheet in formula view.

Make sure columns containing formulae are wide enough to display the complete formulae.

Make sure the row and column headings are showing.

PRINT the **DETAIL** worksheet on **one** side of A4, showing the **formulae**.

(Total for Task A2 = 15 marks)

Task A3

Jayesh wants a chart that displays the original daily income and the revised daily income for the hotels in Sri Lanka.

The chart must:

- identify each hotel by name
- be fit for purpose
- have a suitable title and axis labels.

CREATE the chart as a separate worksheet.

ENTER "Task A3" and your name, candidate number and centre number in the footer.

SAVE the spreadsheet as **TASK A3**.

PRINT the chart to fill **one** A4 sheet, landscape.

(Total for Task A3 = 5 marks)

Jayesh holds regular meetings of the hotel management board.

He wants to create a presentation about the hotel group finances for the next meeting.

Task A4

Jayesh wants a new logo to be used in the presentation.

OPEN a new word-processing document.

ENTER Task A4, your name, candidate number and centre number in the footer.

SAVE the document as **TASK A4**.

Task A4a

Create the logo.

The logo must be fit for purpose and include:

- the letters **SREH**
- **one** suitable image from the **IMAGES** folder.

(3)

SAVE the logo as **SREH LOGO**.

INSERT a copy of the logo into the document **TASK A4**.

DO NOT PRINT at this stage.

Task A4b

Answer this question on the document **TASK A4**.

Explain why the **type** of image you chose from the **IMAGES** folder is suitable for use in a logo.

(2)

SAVE TASK A4.

PRINT TASK A4 on **one** side of A4.

(Total for Task A4 = 5 marks)

Task A5

Jayesh wants a slide master for the presentation.

OPEN a new word-processing document.

ENTER "Task A5" and your name, candidate number and centre number in the footer.

SAVE the document as **TASK A5**.

Task A5a

Create the slide master for the presentation.

The master slide must:

- use the house style described on page 3
- use dark blue text on a pale yellow background
- include the logo you have saved as **SREH LOGO**
- include placeholders for a slide title, text and an image
- include a footer with your candidate details.

Display the slide master on the screen.

Take a screenshot of the slide master.

(3)

SAVE the presentation as **MASTER**.

PASTE the screenshot of the slide master into the document **TASK A5**.

RESAVE TASK A5.

DO NOT PRINT at this stage.

Task A5b

Answer this question on the document **TASK A5**.

Explain why organisations use house styles for digital products.

(2)

RESAVE TASK A5.

PRINT TASK A5 on **one** side of A4.

(Total for Task A5 = 5 marks)

Task A6

Jayesh wants the presentation for the management board meeting.

The presentation must:

- use the slide master you produced in **Task A5a**
- have a title slide and five other slides
- be fit for purpose.

Task A6a

Create the first **five** slides (the title slide and four other slides) for the presentation using:

- the slide master you produced in **Task A5a**
- text selected from the file **FINANCE**
- appropriate images from the **IMAGES** folder.

(5)

SAVE the presentation as **TASK A6.**

DO NOT PRINT at this stage.

Task A6b

Create slide 6.

It must include:

- the chart you created in **Task A3**
- an explanation of what the chart shows.

(3)

RESAVE TASK A6.

DO NOT PRINT at this stage.

Task A6c

Print a '**handouts**' copy of the presentation with **two** slides on each A4 sheet.

(1)

(Total for Task A6 = 9 marks)

Task A7

OPEN a new word-processing document.

ENTER "Task A7" and your name, candidate number and centre number in the footer.

SAVE the document as **TASK A7**.

Jayesh wants to include a hyperlink to the spreadsheet **TASK A3** on slide 6.

(i) Insert a hyperlink to **TASK A3** at a suitable point on slide 6.

Display slide 6 with the hyperlink visible.

Take a screenshot of slide 6.

(2)

PASTE the screenshot into document **TASK A7**.

RESAVE TASK A7.

DO NOT PRINT at this stage.

(ii) Display the dialog box you used to set up the hyperlink.

Take a screenshot of the dialog box.

(2)

PASTE the screenshot into document **TASK A7**.

RESAVE TASK A7.

PRINT TASK A7 on **one** side of A4.

(Total for Task A7 = 4 marks)

TOTAL FOR SECTION A = 50 MARKS

SECTION B – Hotel reservations

You are advised to spend about 90 minutes on this section.

Jayesh has collected information about the hotels and their customers.

He has saved the information in the database **RESTEASY**.

The **CUSTOMER** table contains details of customers from a region in England.

Task B1

OPEN the **RESTEASY** database.

OPEN the **CUSTOMER** table.

The structure of the **CUSTOMER** table is:

Field name	Data type	Description
CUSTOMERID	Autonumber	Unique code for each customer
TITLE	Text	Title of customer (Mr or Ms or Dr)
FNAME	Text	First name of customer
LNAME	Text	Last name of customer
ADDR1	Text	First line of customer address
ADDR2	Text	Second line of customer address
EMAIL	Text	Email address of customer
MOBILE	Text	Mobile telephone number of customer
BIRTHDATE	Date/Time	Date of birth of customer (dd/mm/yyyy)

OPEN a new document using word-processing software.

SET the orientation to landscape.

ENTER "Task B1" and your name, candidate number and centre number in the footer.

SAVE the word-processed document as **TASK B1**.

Task B1a

Jayesh wants to add a new customer to the **CUSTOMER** table.

Add these details to the **CUSTOMER** table:

Customer ID	autonumber
Title	Mr
First name	Rachit
Last name	Aganwa
Line 1 of address	14 Hillhead Close
Line 2 of address	Whicham
Email	agarac@linktome.org.eu
Mobile phone number	07700 900584
Date of birth	3 August 1967

(2)

Task B1b

Sort the **CUSTOMER** table into alphabetical order by **FNAME** within alphabetical order of **LNAME**.

(2)

SAVE the **CUSTOMER** table.

PASTE a copy of the sorted **CUSTOMER** table into document **TASK B1**.

Make sure that all the data is displayed on one side of A4 and is easy to read.

RESAVE TASK B1.

DO NOT PRINT at this stage.

Task B1c

In document **TASK B1**, explain why the **CUSTOMER** table stores the dates of birth of customers rather than their ages.

(2)

RESAVE TASK B1.

PRINT TASK B1.

(Total for Task B1 = 6 marks)

Task B2

OPEN a new document using word-processing software.

ENTER "Task B2" and your name, candidate number and centre number in the footer.

SAVE the word-processed document as **TASK B2**.

Task B2a

Jayesh wants a list of customers who have **Dr** as a title.

He wants all fields displayed.

Create a query on the **CUSTOMER** table to find this information.

SAVE the query as **B2a**.

Display the results of the query.

(2)

PASTE a copy of the results of your query into document **TASK B2**.

RESAVE TASK B2.

DO NOT PRINT at this stage.

Task B2b

The **PLACE** table stores details of the hotels in the group.

OPEN the **PLACE** table.

Jayesh wants a list of hotels that are less than grade 5 and have 100 or more rooms.

The list should show only the fields **LOCATION, HNAME, ROOMS, GRADE, MANAGER** and **PHONE** in this order.

Create a query on the **PLACE** table to produce this list.

SAVE the query as **B2b**.

Display the results of the query.

(4)

PASTE a copy of the results of your query into document **TASK B2**.

RESAVE TASK B2.

PRINT TASK B2.

(Total for Task B2 = 6 marks)

Task B3

OPEN a new document using word-processing software.

ENTER "Task B3" and your name, candidate number and centre number in the footer.

SAVE the word-processed document as **TASK B3**.

The database has linked tables.

The **CUSTOMER** table is linked to the **STAY** table.

The **PLACE** table is linked to the **STAY** table.

Display the relationships between the tables.

Make sure all the field names are displayed.

Take a screenshot of the relationships.

PASTE the screenshot into document **TASK B3**.

RESAVE TASK B3.

DO NOT PRINT at this stage.

(i) In the document **TASK B3**, identify the primary key in **one** of the relationships.

(1)

(ii) In the document **TASK B3**, explain why a one-to-many relationship is used between the **PLACE** and **STAY** tables.

(2)

(iii) In the document **TASK B3**, explain why it is preferable to split the information into separate tables rather than storing all the information in one table.

(2)

RESAVE TASK B3.

PRINT TASK B3.

(Total for Task B3 = 5 marks)

Task B4

Jayesh wants a list of customers who have stayed at hotels in Sri Lanka between 1 April 2016 and 30 April 2016.

The list should:

- show only the fields **FNAME, LNAME, HNAME** and **STAYDATE** in this order
- be sorted in ascending order of **STAYDATE** within ascending order of **HNAME**.

Create a query to find this information from the linked tables.

SAVE the query as **B4**.

Jayesh wants to produce a database report from the results of the query **B4**.

Create a database report to display the results.

The database report must:

- have a suitable title
- include the logo **SREH LOGO** you created in **Task A4a**
- show only the required fields
- show the records sorted as required.

Make sure the column headings are easy to understand.

Enter "Task B4" and your name, candidate number and centre number in the page footer.

Check that the layout and content of the report is fit for purpose.

Make sure that the database report fits onto **one** side of A4.

SAVE the database report as **TASK B4**.

PRINT the database report.

(Total for Task B4 = 8 marks)

Task B5

Jayesh wants to send a letter to customers who stayed in one of the hotels on 30 May 2016.

A list of these customers is stored in the **MAY30** table in the **RESTEASY** database.

Jayesh has saved the content of the letter in the file **DRAFT**.

OPEN the document **DRAFT**.

The **footer** contains the contact details of the company.

ENTER "Task B5" and your name, candidate number and centre number in the **header**.

SAVE the file as **TASK B5**.

Task B5a

The letter needs to be edited before it is merged with the database.

Edit the document by:

- inserting the **SREH LOGO** you created in **Task A4a**
- inserting today's date in a suitable location
- including a suitable complimentary close
- inserting the name and role of the sender of the letter, making sure you leave
- enough space for the signature.

(4)

RESAVE TASK B5.

DO NOT PRINT at this stage.

Task B5b

The customer details are stored in the **MAY30** table of the **RESTEASY** database.

Add appropriate merge fields to the letter, replacing the text in brackets with appropriate information from the database.

(3)

RESAVE TASK B5.

PRINT TASK B5 on **one** side of A4, showing the **merge fields**.

Note

You may be using software that does not allow you to show the merge fields in a printout of a standard letter.

If so, you should produce a screenshot of the letter showing the merge fields.

Ensure that the screenshot shows all of the information, including the header and the footer.

PASTE the screenshot into a new word-processed document.

SAVE the document as **TASK B5b**.

PRINT TASK B5b.

Ensure that all of the information can be read.

Task B5c

Jayesh wants to check and sign the letters before they are posted.

(i) Produce the merged letters using **TASK B5** and the **MAY30** table.

Do not make any other changes to the letters.

(2)

SAVE the merged letters as **TASK B5c**.

(ii) **PRINT one** of the merged letters on **one** side of A4.

(1)

(Total for Task B5 = 10 marks)

Task B6

Jayesh is preparing a report for the August meeting of the hotel management board.

He has saved notes for the report in files called **AUGMTG1**, **AUGMTG2** and **AUGMTG3**.

OPEN a new document using word-processing software.

ENTER "Task B6" and your name, candidate number and centre number in the footer.

SAVE the word-processed document as **TASK B6**.

Task B6a

Produce the report bringing together text and images.

(i) The report must include:

- the **SREH LOGO** that you created in **Task A4a**
- a suitable title
- the text from the notes in **AUGMTG1**, **AUGMTG2** and **AUGMTG3**.

(3)

RESAVE TASK B6.

DO NOT PRINT at this stage.

(ii) The report must also include:

- the total income and total revised income you calculated in **Task A2a** and **Task A2b**
- a recommendation about whether to introduce the discount.

Justify your recommendation.

(3)

RESAVE TASK B6.

DO NOT PRINT at this stage.

Task B6b

Format the report so that:

- it fits on **one** side of A4
- is well organised and fit for purpose.

(4)

RESAVE TASK B6.

PRINT TASK B6.

(Total for Task B6 = 10 marks)

Task B7

OPEN a new document using word-processing software.

ENTER "Task B7" and your name, candidate number and centre number in the footer.

SAVE the word processed document as **TASK B7**.

Task B7a

In document **TASK B7**, identify one formatting technique you have used in this examination.

State where you used the technique and describe how it improved the document.

(2)

RESAVE TASK B7.

DO NOT PRINT at this stage.

Task B7b

In document **TASK B7**, identify one task that you feel you could have improved.

Describe how you would improve the outcomes of the task.

(2)

RESAVE TASK B7.

DO NOT PRINT at this stage.

Task B7c

Display the contents of the folder where you saved the files produced in this examination.

Make sure all the file names are readable.

Take a screenshot of the display.

(1)

PASTE a copy of the screenshot into **TASK B7**.

RESAVE TASK B7.

PRINT TASK B7.

(Total for Task B7 = 5 marks)

TOTAL FOR SECTION B = 50 MARKS
TOTAL FOR PAPER = 100 MARKS

Mark scheme

Sample assessment materials for first teaching September 2017

International GCSE in Information and Communication Technology (4IT1/02)

Paper 2: Practical Paper

Task	ANSWER	Marks	AO

SECTION A

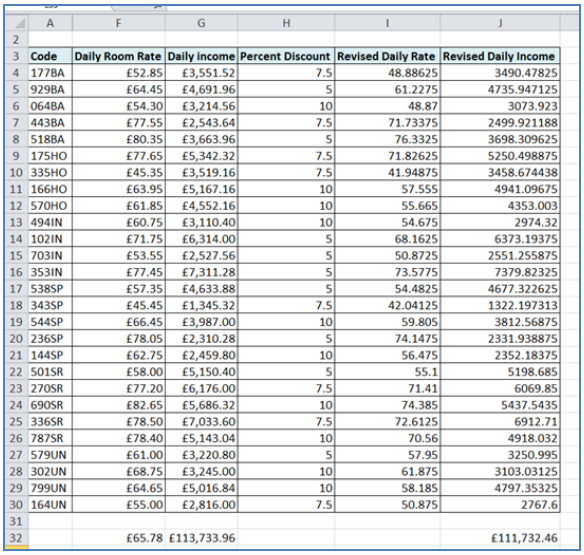
A1

	A	B	C	D	E	F
1	Sharma Resteasy Hotels					
2						
3	Code	Hotel Name	Location	Grade	Rooms	Daily Room Rate
4	177BA	Chittagong	Bangladesh	4	84	£52.85
5	929BA	Dhaka Pacific Rest	Bangladesh	3	91	£64.45
6	064BA	Jessore Rest	Bangladesh	5	74	£54.30
7	443BA	Naogaon Rest	Bangladesh	4	41	£77.55
8	518BA	Restesay Sylhet	Bangladesh	3	57	£80.35
9	175HO	China View Rest	Hong Kong	4	86	£77.65
10	335HO	Kwai Tsing	Hong Kong	4	97	£45.35
11	166HO	Restesay Kowloon	Hong Kong	5	101	£63.95
12	570HO	Sha Tin Rest	Hong Kong	5	92	£61.85
13	494IN	Kerala Rest	India	5	64	£60.75
14	102IN	Mahabali Rest	India	3	110	£71.75
15	703IN	Rest Tripura	India	3	59	£53.55
16	353IN	Sikkim Rest	India	3	118	£77.45
17	538SP	Adra Resteasy	Spain	3	101	£57.35
18	343SP	Aguadulce Rest	Spain	4	37	£45.45
19	544SP	Malaga Resteasy	Spain	5	75	£66.45
20	236SP	Rest San Jose	Spain	3	37	£78.05
21	144SP	Roquetas Rest	Spain	5	49	£62.75
22	501SR	Fort Rest	Sri Lanka	3	111	£58.00
23	270SR	Mountain Top Rest	Sri Lanka	4	100	£77.20
24	690SR	Pallekele Rest	Sri Lanka	5	86	£82.65
25	336SR	Peradeniya Rest	Sri Lanka	4	112	£78.50
26	787SR	Rest Daskara	Sri Lanka	5	82	£78.40
27	579UN	Rest Assured	United Kingdom	3	66	£61.00
28	302UN	Rest at Home	United Kingdom	5	59	£68.75
29	799UN	Scotland Rest	United Kingdom	5	97	£64.65
30	164UN	Travellers Resteasy	United Kingdom	4	64	£55.00
31						

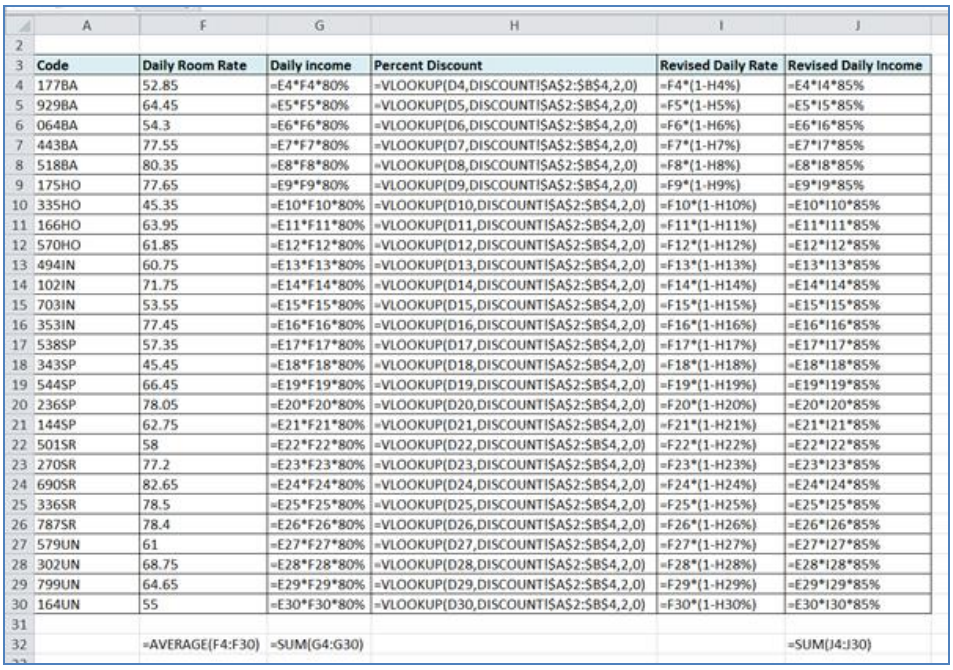
Task			ANSWER	Marks	AO
a		1 2	544SP, Malaga Resteasy, Spain, 5, 75, 66.45. Award 2 marks for 6 items entered correctly. Award 1 mark for 5 items entered correctly.	**2**	2
b		1	Currency values formatted to show currency symbol and two decimal places.	**1**	1
		2	Truncation removed.	**1**	2
c		1 2 3	Sorting must maintain data integrity for marks. Award 3 marks for table sorted in alphabetical order of Hotel Name within alphabetical order of Location. Award 2 marks for table sorted in reverse alphabetical order of Hotel Name within alphabetical order of Location OR alphabetical order of Hotel Name within reverse alphabetical order of Location. Award 1 mark for table sorted in reverse alphabetical order of Hotel Name within reverse alphabetical order of Location OR alphabetical order of Hotel Name.	**3**	2
			Total for Task A1	**7**	

Task	ANSWER	Marks	AO

A2 Must be formula view for marks in A2aii (marking points 3&4) and A2b



	A	F	G	H	I	J
2						
3	Code	Daily Room Rate	Daily Income	Percent Discount	Revised Daily Rate	Revised Daily Income
4	177BA	£52.85	£3,551.52	7.5	48.88625	3490.47825
5	929BA	£64.45	£4,691.96	5	61.2275	4735.947125
6	064BA	£54.30	£3,214.56	10	48.87	3073.923
7	443BA	£77.55	£2,543.64	7.5	71.73375	2499.921188
8	518BA	£80.35	£3,663.96	5	76.3325	3698.309625
9	175HO	£77.65	£5,342.32	7.5	71.82625	5250.498875
10	335HO	£45.35	£3,519.16	7.5	41.94875	3458.674438
11	166HO	£63.95	£5,167.16	10	57.555	4941.09675
12	570HO	£61.85	£4,552.16	10	55.665	4353.003
13	494IN	£60.75	£3,110.40	10	54.675	2974.32
14	102IN	£71.75	£6,314.00	5	68.1625	6373.19375
15	703IN	£53.55	£2,527.56	5	50.8725	2551.255875
16	353IN	£77.45	£7,311.28	5	73.5775	7379.82325
17	538SP	£57.35	£4,633.88	5	54.4825	4677.322625
18	343SP	£45.45	£1,345.32	7.5	42.04125	1322.197313
19	544SP	£66.45	£3,987.00	10	59.805	3812.56875
20	236SP	£78.05	£2,310.28	5	74.1475	2331.938875
21	144SP	£62.75	£2,459.80	10	56.475	2352.18375
22	501SR	£58.00	£5,150.40	5	55.1	5198.685
23	270SR	£77.20	£6,176.00	7.5	71.41	6069.85
24	690SR	£82.65	£5,686.32	10	74.385	5437.5435
25	336SR	£78.50	£7,033.60	7.5	72.6125	6912.71
26	787SR	£78.40	£5,143.04	10	70.56	4918.032
27	579UN	£61.00	£3,220.80	5	57.95	3250.995
28	302UN	£68.75	£3,245.00	10	61.875	3103.03125
29	799UN	£64.65	£5,016.84	10	58.185	4797.35325
30	164UN	£55.00	£2,816.00	7.5	50.875	2767.6
31						
32		£65.78	£113,733.96			£111,732.46



	A	F	G	H	I	J
2						
3	Code	Daily Room Rate	Daily Income	Percent Discount	Revised Daily Rate	Revised Daily Income
4	177BA	52.85	=E4*F4*80%	=VLOOKUP(D4,DISCOUNT!$A$2:$B$4,2,0)	=F4*(1-H4%)	=E4*I4*85%
5	929BA	64.45	=E5*F5*80%	=VLOOKUP(D5,DISCOUNT!$A$2:$B$4,2,0)	=F5*(1-H5%)	=E5*I5*85%
6	064BA	54.3	=E6*F6*80%	=VLOOKUP(D6,DISCOUNT!$A$2:$B$4,2,0)	=F6*(1-H6%)	=E6*I6*85%
7	443BA	77.55	=E7*F7*80%	=VLOOKUP(D7,DISCOUNT!$A$2:$B$4,2,0)	=F7*(1-H7%)	=E7*I7*85%
8	518BA	80.35	=E8*F8*80%	=VLOOKUP(D8,DISCOUNT!$A$2:$B$4,2,0)	=F8*(1-H8%)	=E8*I8*85%
9	175HO	77.65	=E9*F9*80%	=VLOOKUP(D9,DISCOUNT!$A$2:$B$4,2,0)	=F9*(1-H9%)	=E9*I9*85%
10	335HO	45.35	=E10*F10*80%	=VLOOKUP(D10,DISCOUNT!$A$2:$B$4,2,0)	=F10*(1-H10%)	=E10*I10*85%
11	166HO	63.95	=E11*F11*80%	=VLOOKUP(D11,DISCOUNT!$A$2:$B$4,2,0)	=F11*(1-H11%)	=E11*I11*85%
12	570HO	61.85	=E12*F12*80%	=VLOOKUP(D12,DISCOUNT!$A$2:$B$4,2,0)	=F12*(1-H12%)	=E12*I12*85%
13	494IN	60.75	=E13*F13*80%	=VLOOKUP(D13,DISCOUNT!$A$2:$B$4,2,0)	=F13*(1-H13%)	=E13*I13*85%
14	102IN	71.75	=E14*F14*80%	=VLOOKUP(D14,DISCOUNT!$A$2:$B$4,2,0)	=F14*(1-H14%)	=E14*I14*85%
15	703IN	53.55	=E15*F15*80%	=VLOOKUP(D15,DISCOUNT!$A$2:$B$4,2,0)	=F15*(1-H15%)	=E15*I15*85%
16	353IN	77.45	=E16*F16*80%	=VLOOKUP(D16,DISCOUNT!$A$2:$B$4,2,0)	=F16*(1-H16%)	=E16*I16*85%
17	538SP	57.35	=E17*F17*80%	=VLOOKUP(D17,DISCOUNT!$A$2:$B$4,2,0)	=F17*(1-H17%)	=E17*I17*85%
18	343SP	45.45	=E18*F18*80%	=VLOOKUP(D18,DISCOUNT!$A$2:$B$4,2,0)	=F18*(1-H18%)	=E18*I18*85%
19	544SP	66.45	=E19*F19*80%	=VLOOKUP(D19,DISCOUNT!$A$2:$B$4,2,0)	=F19*(1-H19%)	=E19*I19*85%
20	236SP	78.05	=E20*F20*80%	=VLOOKUP(D20,DISCOUNT!$A$2:$B$4,2,0)	=F20*(1-H20%)	=E20*I20*85%
21	144SP	62.75	=E21*F21*80%	=VLOOKUP(D21,DISCOUNT!$A$2:$B$4,2,0)	=F21*(1-H21%)	=E21*I21*85%
22	501SR	58	=E22*F22*80%	=VLOOKUP(D22,DISCOUNT!$A$2:$B$4,2,0)	=F22*(1-H22%)	=E22*I22*85%
23	270SR	77.2	=E23*F23*80%	=VLOOKUP(D23,DISCOUNT!$A$2:$B$4,2,0)	=F23*(1-H23%)	=E23*I23*85%
24	690SR	82.65	=E24*F24*80%	=VLOOKUP(D24,DISCOUNT!$A$2:$B$4,2,0)	=F24*(1-H24%)	=E24*I24*85%
25	336SR	78.5	=E25*F25*80%	=VLOOKUP(D25,DISCOUNT!$A$2:$B$4,2,0)	=F25*(1-H25%)	=E25*I25*85%
26	787SR	78.4	=E26*F26*80%	=VLOOKUP(D26,DISCOUNT!$A$2:$B$4,2,0)	=F26*(1-H26%)	=E26*I26*85%
27	579UN	61	=E27*F27*80%	=VLOOKUP(D27,DISCOUNT!$A$2:$B$4,2,0)	=F27*(1-H27%)	=E27*I27*85%
28	302UN	68.75	=E28*F28*80%	=VLOOKUP(D28,DISCOUNT!$A$2:$B$4,2,0)	=F28*(1-H28%)	=E28*I28*85%
29	799UN	64.65	=E29*F29*80%	=VLOOKUP(D29,DISCOUNT!$A$2:$B$4,2,0)	=F29*(1-H29%)	=E29*I29*85%
30	164UN	55	=E30*F30*80%	=VLOOKUP(D30,DISCOUNT!$A$2:$B$4,2,0)	=F30*(1-H30%)	=E30*I30*85%
31						
32		=AVERAGE(F4:F30)	=SUM(G4:G30)			=SUM(J4:J30)

a	i	1 2	Award 2 marks for =AVERAGE(F4:F30) in cell F32. Award 1 mark for =SUM(F4:F30)/27 in F32 or =AVERAGE(F4:F30) not in cell F32. **Award 1 mark for 65.78 in cell F32 if no formula view.**	**2**	2
	ii	1 2	Award 2 marks for =80%*E4*F4 in row 4. Award 1 mark for =SUM(E4*F4*80%) in row 4 or =80%*E4*F4 not in row 4. Accept alternative ways of calculating 80% (e.g. 0.8 or 80/100). **Award 1 mark for £3551.52 in cell G4 if no formula view.**	**2**	2
		3	**=** SUM(G4:G30) in G32. **(Follow through if daily income not calculated in column G).**	**1**	2
		4	Replication of formula for daily income.	**1**	2

Task			ANSWER	Marks	AO
b	i	1 2	Award 2 marks for =VLOOKUP(D4,DISCOUNT!$A$2:$B$4,2,0) in cell H4 (or equivalent row in other column) OR =LOOKUP(D4, DISCOUNT!$A$2:$B$4) OR =LOOKUP(D4, DISCOUNT!$A$2:$A$4,$B$2:$B$4). Award 1 mark for attempt at LOOKUP or VLOOKUP function. Must have =(V)LOOKUP(D4,DISCOUNT! Award for named ranges if data view confirms correct values.	**2**	2
	ii	1	=F4*(1-H4%) or similar in I4.	**1**	2
		2 3	Award 2 marks for =E4*I4*85% in J4. Award 1 mark for =SUM(E4*I4*85%).	**2**	2
		4	Replication of formulae in columns H, I and J. Column H must have absolute cell reference or named range.	**1**	2
		5	=SUM(J4:J30) in row 32.	**1**	2
c	i	1	Suitable labels in Row 3 for G,H,I and J.	**1**	2
	ii	1	Columns B,C, D & E hidden.	**1**	2
			Total for Task A2	**15**	

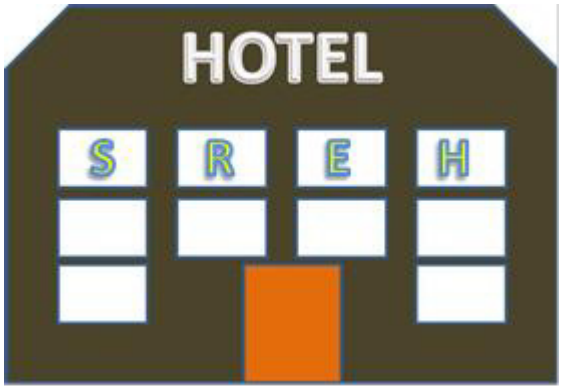
Task	ANSWER	Marks	AO

A3

		1	Bar or column chart with data range Names of hotels in Sri Lanka (B22:B26), Daily income (G22:G26), and Revised room rate (J22:J26).	**1**	2
		2	Suitable title must include 'Sri Lanka' and 'income'.	**1**	1
		3	Suitable axis labels, e.g. Name, Income.	**1**	2
		4	Suitable legend identifies series, e.g. Daily income and Revised income.	**1**	2
		5	Chart is fit for purpose. No spelling errors and suitable capitalisation of labels. No unnecessary information.	**1**	2
			Total for Task A3	**5**	

Task	ANSWER	Marks	AO

A4

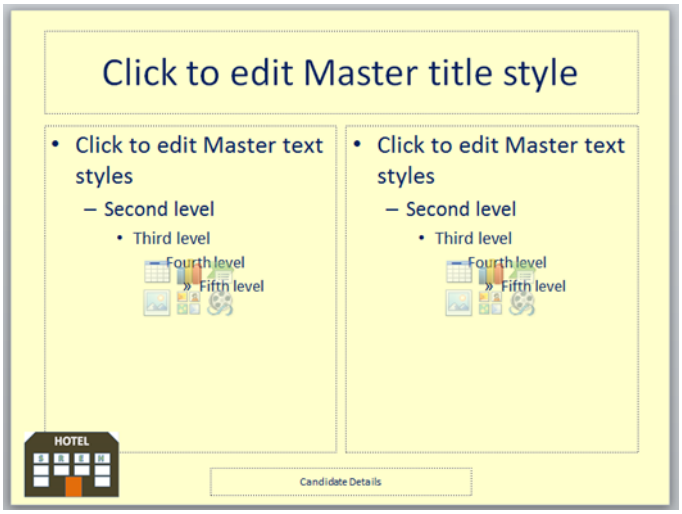


Example of logo

a		1	Suitable image selected from IMAGES folder.	**1**	2
		2	Letters SREH added to image.	**1**	1
		3	Logo is fit for purpose including suitable balance between image and text (size and colour).	**1**	3
b		1 2	Award 1 mark each up to a maximum of 2 for explanation, including: • Vector image is scalable without distortion • Photograph has too many colours • Clipart is simpler.	**2**	3
			Total for Task A4	**5**	

Task	ANSWER	Marks	AO

A5



a		1	Logo in bottom left corner of slide.	**1**	2
		2	Placeholders for slide title, text and image with dark (blue) text on pale (yellow) background. Font used is sans serif.	**1**	2
		3	Footer includes candidate details.	**1**	2
b		1 2	Award 1 mark each up to a maximum of 2 for explanation, including: • consistency of design • brand recognition • easier for composers to focus on content rather than style.	**2**	3
			Total for Task A5	**5**	

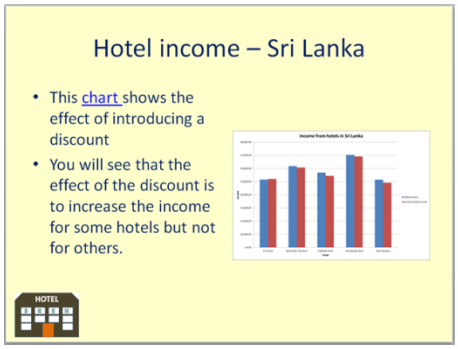
Task	ANSWER	Marks	AO

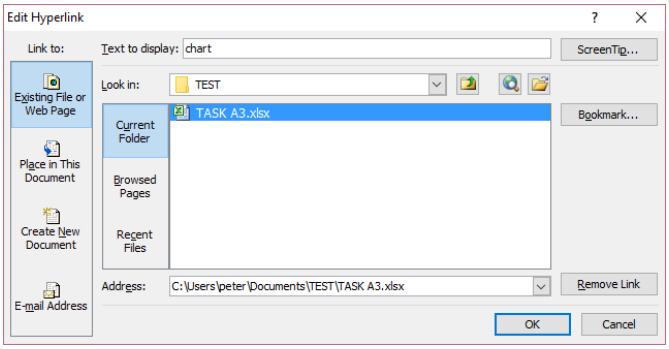
A6

a		1	Title slide has correct title and subtitle.	**1**	2
		2	Slides 2 to 5 have suitable text.	**1**	2
		3	Slides 2 to 5 have suitable images.	**1**	2
		4	Text formatted appropriately for a presentation (phrases rather than paragraphs).	**1**	2
		5	All slides have layout based on master slide.	**1**	2
b		1	Chart from Task 3 inserted.	**1**	2
		2 3	Award 1 mark each up to a maximum of 2 for a description that includes: • discount has a different effect on different hotels • chart shows the impact of discounts on income • some hotels have greater income after discount.	**2**	3
c		1	Presentation printed as handouts 2 to a page.	**1**	1
			Total for Task A6	**9**	

Task	ANSWER	Marks	AO

A7





	i	1	Screenshot of slide 6.	**1**	1
		2	Hyperlink obvious and visible – either button or hyperlink text in location near chart.	**1**	2
	ii	1	Completed dialog box in screenshot.	**1**	2
		2	Hyperlink links to spreadsheet TASK 3.	**1**	2
			Total for Task A7	**4**	

Total for Section A: 50 marks

Task	ANSWER	Marks	AO

SECTION B

B1

CUSTOMER

CUSTOMERID	TITLE	FNAME	LNAME	ADDR1	ADDR2	EMAIL	MOBILE	BIRTH
25	Mr	Rachit	Agarwa	14 Hillhead Close	WHICHAM	agarac@linktome.org.eu	07700 900584	03/08/1967
8	Dr	Emma	Brunston	33 Fair Grove	WYNDYMORE	brem@personal.me	07700 900702	21/03/1971
6	Ms	Samantha	Brunston	53 Great Boulevard	SOUTHLEAY	brosama@linktome.orgeu	07700 900761	05/05/1984
21	Mr	Samson	Collins	78 Mill Boulevard	WYNDYMORE	colsa@tryit.co.uk	07700 900884	01/11/1988
5	Ms	Hannah	Edwards	16 Great Boulevard	WHICHAM	edwahan@hotmail.com	07700 900371	24/03/1966
3	Ms	Freda	Fisher	53 Eccles Drive	TRANTOR	ffre@tryit.co.uk	07700 900267	11/07/1955
18	Mr	Daniel	Godfrey	44 Victoria Boulevard	WYNDYMORE	gdan@linktome.org.eu	07700 900224	04/10/1981
7	Mr	Aaron	Hunt	67 Pontbridge Grove	AURORA	huna@linktome.org.eu	07700 900708	15/09/1956
22	Dr	Joseph	Hussain	54 Great Drive	RATHBURN	husjo@linktome.org.eu	07700 900299	11/12/1976
23	Ms	Louise	Jones	68 Mill Drive	ASBRATAM	jonel@tryit.co.uk	07700 900316	26/03/1958
2	Mr	Daniel	Kaura	78 Philip Avenue	SOUTHLEAY	kaurdan@email.eu	07700 900233	03/11/1977
12	Ms	Verity	Kelly	14 Mill Drive	HUPHLEY	kellver@tryit.co.uk	07700 900191	23/07/1995
24	Mr	Jim	Major	88 Eccles Grove	TRANTOR	majim@linktome.org.eu	07700 900441	10/01/1993
10	Dr	Kamara	Mathers	71 Treetop Grove	ASBRATAM	mak@tryit.co.uk	07700 900833	23/10/1986
19	Mr	Joseph	McCreadie	38 Philip Avenue	AURORA	mjo@hotmail.com	07700 900885	06/08/1950
17	Ms	Sabrina	McDonald	20 Philip Drive	SOUTHLEAY	mcsabr@personal.me	07700 900692	06/08/1945
14	Ms	Serena	McDonald	89 Woodhead Grove	WYNDYMORE	mcdsere@tryit.co.uk	07700 900229	29/08/1992
16	Mr	David	Owen	79 Chapel Road	AURORA	doend@email.eu	07700 900614	23/05/1964
1	Dr	Jim	Owen	60 Mill Street	SOUTHLEAY	oj@linktome.org.eu	07700 900516	05/07/1941
20	Dr	Keith	Owen	16 Woodhead Drive	WYNDYMORE	ekeit@linktome.org.eu	07700 900507	04/10/1951
9	Mr	Nathan	Pudee	20 Fair Street	ASBRATAM	pudnat@personal.me	07700 900467	01/08/1988
11	Ms	Natalie	Razwana	12 Steven Road	HUPHLEY	razwn@tryit.co.uk	07700 900394	02/02/1954
15	Dr	Sumraan	Riley	87 Chapel Street	TRANTOR	rilsum@email.eu	07700 900863	21/07/1995
4	Ms	Louise	Smith	18 Pontbridge Grove	AURORA	slo@personal.me	07700 900029	22/12/1954
13	Dr	Selim	Vincent	81 Pontbridge Hill	WHICHAM	vsel@personal.me	07700 900569	09/09/1991

Task			ANSWER	Marks	AO
a		1 2	Award 2 marks for 9 fields entered with no errors of data entry or formatting. Award 1 mark for 8 fields entered with no errors of data entry or formatting.	**2**	2
b		1 2	Award 2 marks for table sorted in alphabetical order of FNAME within alphabetical order of LNAME. Award 1 mark for table sorted in alphabetical order of FNAME **OR** in alphabetical order of LNAME.	**2**	2
c		1 2	Award 1 mark each up to a maximum of 2 for explanation, including: • age would need to be updated annually/date of birth is fixed • allows timely special offers for customers • allows additional identification checks.	**2**	3
			Total for Task B1	**6**	

Task	ANSWER	Marks	AO

B2

Task B2a

CUSTOMERID	TITLE	FNAME	LNAME	ADDR1	ADDR2	EMAIL	MOBILE	BIRTH
1	Dr	Jim	Owen	60 Mill Street	SOUTHLEAY	oj@linktome.org.eu	07700 900516	05/07/1941
8	Dr	Emma	Brunston	33 Fair Grove	WYNDYMORE	brem@personal.me	07700 900702	21/03/1971
10	Dr	Kamara	Mathers	71 Treetop Grove	ASBRATAM	mak@tryit.co.uk	07700 900833	23/10/1986
13	Dr	Selim	Vincent	81 Pontbridge Hill	WHICHAM	vsel@personal.me	07700 900569	09/09/1991
15	Dr	Sumreen	Riley	87 Chapel Street	TRANTOR	rilsum@email.eu	07700 900863	21/07/1995
20	Dr	Keith	Owen	16 Woodhead Drive	WYNDYMORE	ekeit@linktome.org.eu	07700 900507	04/10/1951
22	Dr	Joseph	Hussain	54 Great Drive	RATHBURN	husjo@linktome.org.eu	07700 900299	11/12/1976

Task B2b

LOCATION	HNAME	ROOMS	GRADE	MANAGER	PHONE
India	Mahabali Rest	110	3	Mr Rohit Rand	07700 900218
Sri Lanka	Mountain Top Rest	100	4	Ms Tharushi Wanatunga	07700 900257
Sri Lanka	Peradeniya Rest	112	4	Ms Kalani Mendis	07700 900951
India	Sikkim Rest	118	3	Ms Priya Singh	07700 900574
Sri Lanka	Fort Rest	111	3	Mr Amila Gunarayan	07700 900848
Spain	Adra Resteasy	101	3	Ms Marina Albaro	07700 900541

a		1 2	Award 2 marks for correct 7 records with all fields present. Award 1 mark for correct 7 records with no more than 1 field missing.	**2**	2
b		1	List shows only hotels with grade less than 5.	**1**	2
		2 3	Award 2 marks if list shows only hotels with 100 or more rooms. Award 1 mark if list shows only hotels with more than 100 rooms (missing Mountain Top Rest).	**2**	2
		1	List shows only the fields LOCATION, HNAME, ROOMS, GRADE, MANAGER and PHONE in this order.	**1**	2
				Total for Task B2	**6**	

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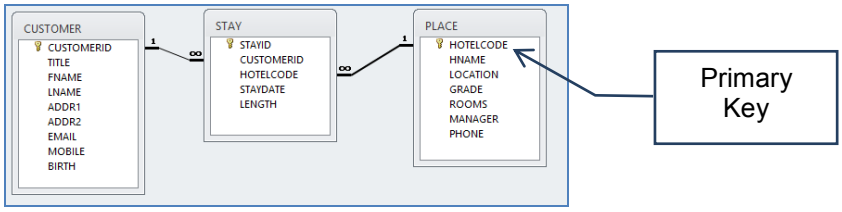
Task	ANSWER	Marks	AO

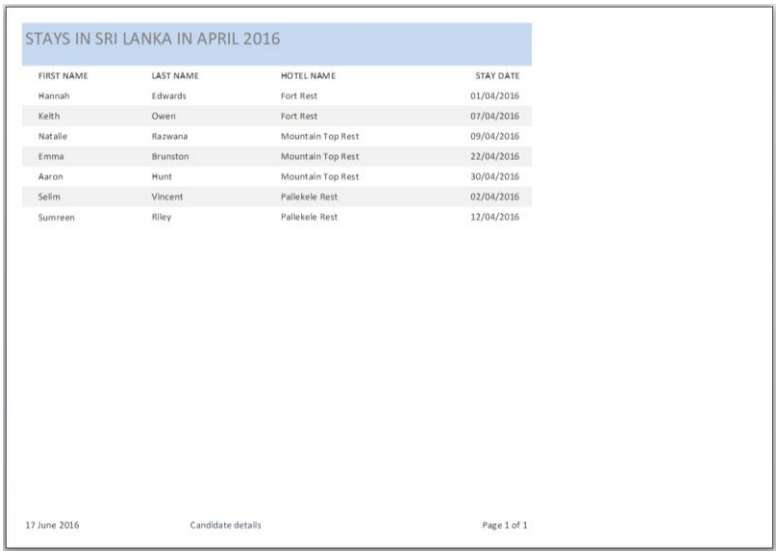
B3



	i		CUSTOMERID and/or PLACEID identified as primary key.	**1**	1
	ii		Award 1 mark each up to a maximum of 2 for an explanation that includes: • multiple stays are possible • each hotel is unique • one-to-many link allows for multiple stays in the same hotel.	**2**	3
	iii		Award 1 mark each up to a maximum of 2 for an explanation that includes: • less repetition in data entry • possibility of linking information with other tables which might need security (e.g. pay/personal information) • less error in data entry.	**2**	3
			Total for Task B3	**5**	

Task	ANSWER	Marks	AO

B4 Must be a database report for marking points 1,2,6,7,8



STAYS IN SRI LANKA IN APRIL 2016

FIRST NAME	LAST NAME	HOTEL NAME	STAY DATE
Hannah	Edwards	Fort Rest	01/04/2016
Keith	Owen	Fort Rest	07/04/2016
Natalie	Razwana	Mountain Top Rest	09/04/2016
Emma	Brunston	Mountain Top Rest	22/04/2016
Aaron	Hunt	Mountain Top Rest	30/04/2016
Selim	Vincent	Pallekele Rest	02/04/2016
Sumreen	Riley	Pallekele Rest	12/04/2016

17 June 2016 Candidate details Page 1 of 1

	1	Report has a suitable title, including 'Sri Lanka' and 'April'.	**1**	1
	2	Report includes the logo created in Task A4a.	**1**	2
	3	Only the fields FNAME, LNAME, HNAME and STAYDATE in order as shown.	**1**	2
	4	Correct 7 records with STAYDATEs in April.	**1**	2
	5	Records sorted in ascending order of STAYDATE within ascending order of HNAME.	**1**	2
	6	All column headings customised to be easy to understand.	**1**	2
	7	'Task B4', candidate name, candidate number and centre number in page footer of report.	**1**	2
	8	Report is fit for purpose – one side of A4, suitable spacing of columns, no spelling/capitalisation errors and uses the house style.	**1**	3
		Total for Task B4	**8**	

Task	ANSWER	Marks	AO

B5

Candidate details

31 May 2016

«TITLE» «FIRST» «LAST»
«ADDRESS1»
«ADDRESS2»

Dear «TITLE» «LAST»

YOUR STAY AT RESTEASY HOTEL GROUP

Our records show that you stayed in the Malaga Resteasy Hotel on 30 May 2016. Thank you for choosing to stay in the newest hotel in Sharma Resteasy Hotel Group. We hope your stay was pleasant and relaxing and enabled you to enjoy the magnificent scenery from your balcony. We would like to ask you to complete a brief survey of the hotel by visiting the company website at **www.sreh1999.co.eu** before the end of next month.

All customers who complete a survey on the Sharma Resteasy Hotel Group website during the next month will be entered into a prize draw where the prize will be a weekend stay in your choice of Sharma Resteasy Hotels from around the world. We have 27 hotels in Bangladesh, Hong Kong, India, Spain, Sri Lanka and United Kingdom so there are plenty to choose from.

If you have any concerns about your stay in Malaga please do get in touch so that we can sort out the issues.

Yours sincerely

Jayesh Sharma
Owner – Sharma Resteasy Hotels

HOTEL

Sharma Resteasy Hotels

Candidate details

31 May 2016

Mr Rupert Green
1 High Street
Whicham

Dear Mr Green

YOUR STAY AT RESTEASY HOTEL GROUP

Our records show that you stayed in the Malaga Resteasy Hotel on 30 May 2016. Thank you for choosing to stay in the newest hotel in Sharma Resteasy Hotel Group. We hope your stay was pleasant and relaxing and enabled you to enjoy the magnificent scenery from your balcony. We would like to ask you to complete a brief survey of the hotel by visiting the company website at **www.sreh1999.co.eu** before the end of next month.

All customers who complete a survey on the Sharma Resteasy Hotel Group website during the next month will be entered into a prize draw where the prize will be a weekend stay in your choice of Sharma Resteasy Hotels from around the world. We have 27 hotels in Bangladesh, Hong Kong, India, Spain, Sri Lanka and United Kingdom so there are plenty to choose from.

If you have any concerns about your stay in Malaga please do get in touch so that we can sort out the issues.

Yours sincerely

Jayesh Sharma
Owner – Sharma Resteasy Hotels

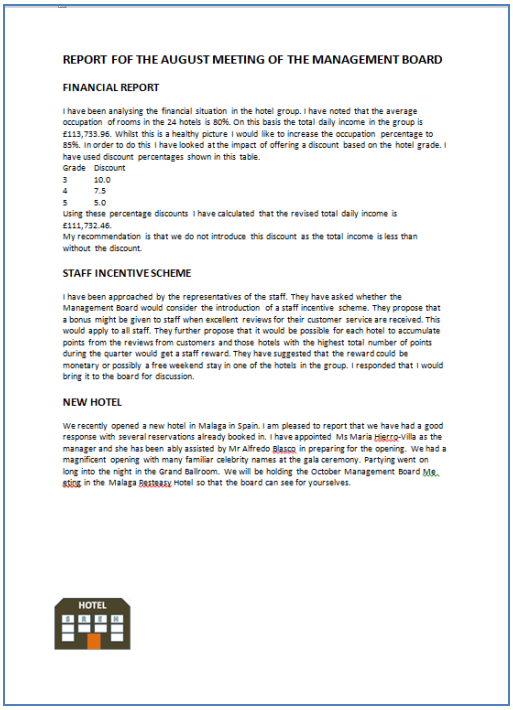
HOTEL

Sharma Resteasy Hotels

a		1	Logo inserted at bottom left of the document.	**1**	2
		2	Date (within exam window) inserted at top of letter either left or right aligned. Any suitable date format – but must not include time. Year is optional.	**1**	2
		3	'Yours sincerely' or similar inserted below body text.	**1**	1
		4	'Jayesh Sharma' and 'Owner' inserted below body text and complimentary close (if present) with space for signature between body text and name.	**1**	2
b		1	Address fields inserted minimum «TITLE», «LAST», «ADDRESS1», ADDRESS2»	**1**	2
		2	Salutation fields inserted either «FIRST» OR «TITLE» «LAST»	**1**	2
		3	Appropriate spacing between fields, e.g. space between TITLE and LAST and address on fields on three lines.	**1**	2
c	i	1	Letter merged with MAY30 table. Recipient one of Green, Browne or Whyte.	**1**	2
		2	No evidence of editing after merge.	**1**	2
	ii	1	Only one merged letter submitted.	**1**	1
			Total for Task B5	**10**	

Task	ANSWER	Marks	AO

B6



REPORT FOF THE AUGUST MEETING OF THE MANAGEMENT BOARD

FINANCIAL REPORT

I have been analysing the financial situation in the hotel group. I have noted that the average occupation of rooms in the 24 hotels is 80%. On this basis the total daily income in the group is £113,733.96. Whilst this is a healthy picture I would like to increase the occupation percentage to 85%. In order to do this I have looked at the impact of offering a discount based on the hotel grade. I have used discount percentages shown in this table.

Grade	Discount
3	10.0
4	7.5
5	5.0

Using these percentage discounts I have calculated that the revised total daily income is £111,732.46.
My recommendation is that we do not introduce this discount as the total income is less than without the discount.

STAFF INCENTIVE SCHEME

I have been approached by the representatives of the staff. They have asked whether the Management Board would consider the introduction of a staff incentive scheme. They propose that a bonus might be given to staff when excellent reviews for their customer service are received. This would apply to all staff. They further propose that it would be possible for each hotel to accumulate points from the reviews from customers and those hotels with the highest total number of points during the quarter would get a staff reward. They have suggested that the reward could be monetary or possibly a free weekend stay in one of the hotels in the group. I responded that I would bring it to the board for discussion.

NEW HOTEL

We recently opened a new hotel in Malaga in Spain. I am pleased to report that we have had a good response with several reservations already booked in. I have appointed Ms Maria Hierro-Villa as the manager and she has been ably assisted by Mr Alfredo Blasco in preparing for the opening. We had a magnificent opening with many familiar celebrity names at the gala ceremony. Partying went on long into the night in the Grand Ballroom. We will be holding the October Management Board Mee. eting in the Malaga Restaxay Hotel so that the board can see for yourselves.

HOTEL

a	i	1	Document has a suitable title must include 'August' and 'Management Board'.	**1**	1
		2	Logo inserted in bottom left of document.	**1**	2
		3	Text from the files AUGUSTMTG1, AUGUSTMTG2 and AUGUSTMTG3.	**1**	2
	ii	1	Total income and revised income calculated in Task A2 inserted.	**1**	2
		2	Recommendation about discount included.	**1**	3
		3	Recommendation is sensible – e.g. reflecting possible increased income from some hotels but overall loss of income for the hotel group.	**1**	3
b		1	Consistent use of font style and sizes for title, subheadings and body text.	**1**	2
		2	Consistent alignment of text.	**1**	2
		3	Appropriate use of spelling and grammar checker to remove errors in spelling and grammar.	**1**	2
		4	Report fits to one side A4 – balanced with no excessive white space and is fit for purpose.	**1**	3
				Total for Task B6	**10**

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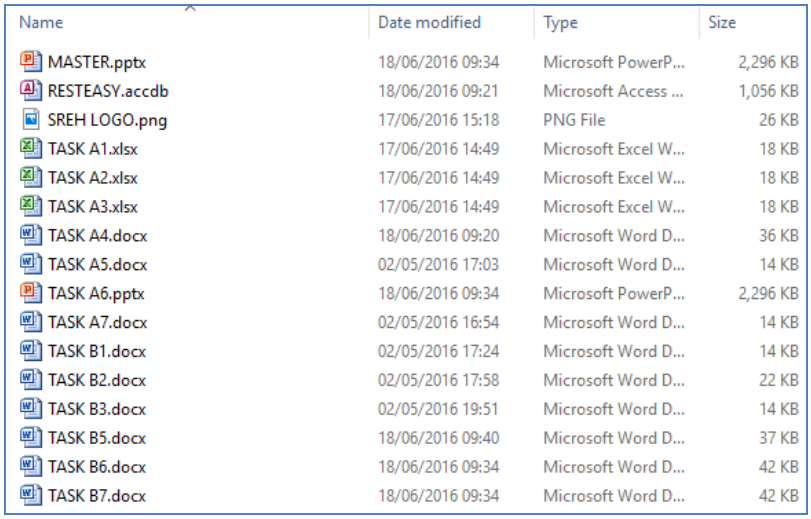
Task	ANSWER	Marks	AO

B7



Name	Date modified	Type	Size
MASTER.pptx	18/06/2016 09:34	Microsoft PowerP...	2,296 KB
RESTEASY.accdb	18/06/2016 09:21	Microsoft Access ...	1,056 KB
SREH LOGO.png	17/06/2016 15:18	PNG File	26 KB
TASK A1.xlsx	17/06/2016 14:49	Microsoft Excel W...	18 KB
TASK A2.xlsx	17/06/2016 14:49	Microsoft Excel W...	18 KB
TASK A3.xlsx	17/06/2016 14:49	Microsoft Excel W...	18 KB
TASK A4.docx	18/06/2016 09:20	Microsoft Word D...	36 KB
TASK A5.docx	02/05/2016 17:03	Microsoft Word D...	14 KB
TASK A6.pptx	18/06/2016 09:34	Microsoft PowerP...	2,296 KB
TASK A7.docx	02/05/2016 16:54	Microsoft Word D...	14 KB
TASK B1.docx	02/05/2016 17:24	Microsoft Word D...	14 KB
TASK B2.docx	02/05/2016 17:58	Microsoft Word D...	22 KB
TASK B3.docx	02/05/2016 19:51	Microsoft Word D...	14 KB
TASK B5.docx	18/06/2016 09:40	Microsoft Word D...	37 KB
TASK B6.docx	18/06/2016 09:34	Microsoft Word D...	42 KB
TASK B7.docx	18/06/2016 09:34	Microsoft Word D...	42 KB

a		1 2	Award 1 mark each for: • identification of a suitable technique for improvement (e.g. bullets, font enhancement) with an indication of where the technique was used • indication of how the enhancement improved the document.	**2**	**3**
b		1 2	Award 1 mark each for: • identification of area for improvement • valid suggestions for improvement. Do not accept cosmetic improvements (e.g. change colour) or generalities (e.g. add more images) without clear justification and expansion.	**2**	3
c		1	Screen shot displays files MASTER, SREH LOGO, TASK A1, TASK A2, TASK A3, TASK A4, TASK A5, TASK A6, TASK A7, TASK B1, TASK B2, TASK B3, TASK B5, (TASK B5c), TASK B6, TASK B7 (and RESTEASY). Minimum 10 files saved as identified.	**1**	2
			Total for Task B7	**5**	

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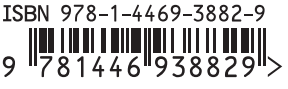
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