# Commentary on candidate evidence

The candidate evidence has achieved the following marks for each task of this course assignment.

# Candidate 1

## Communications – Presentation

The candidate was awarded **6/7 marks**.

The candidate had not included slide 2 in the handout printout.

## Communications – E-mail

The candidate was awarded **2/3 marks.**

The candidate printed a screen shot of the e-mail rather than printing the e-mail.

## Database – Form

The candidate was awarded **4/5 marks.**

The candidate's use of ''s' in the heading meant the presentation mark was not awarded.

## Word processing – Programme

**PAGE 1**

The candidate was awarded **2/4 marks.**

The candidate did not include full details regarding the show and incorrectly spelt 'Bridie' as 'birdie'.

The footer is the wrong one.

**PAGE 2**

The candidate was awarded **7/9 marks.**

The candidate placed the footnote marker in the wrong place.

There are errors in the first sentence of the keyed-in section.

**PAGE 3**

The candidate was awarded **2/2 marks.**

*(The presentation mark for the document was not awarded because the main headings on this page do not have consistent alignment.)*

**PAGE 4**

The candidate was awarded **3/4 marks.**

The presentation mark was not awarded because the main headings on page 3 do not have consistent alignment.

## Spreadsheet – Pivot Table

The candidate was awarded **4/4 marks.**

## Spreadsheet – Membership details

The candidate was awarded **5/7 marks.**

The candidate did not use an absolute cell reference in the fees column.

*(The candidate used an if statement which is correct, rather than a vlookup.)*

## Database – Aggregate query

The candidate was awarded **6/6 marks**.

## Spreadsheet – Income and expenditure

The candidate was awarded **2/8 marks.**

The orchestra amount was keyed-in rather than creating a formula.

The candidate multiplied by 0.2 instead of 1.2 to calculate the VAT amount.

The candidate keyed-in amounts in what should have been an hlookup however, was awarded 1 mark for multiplying by the cell with the profit (C24).

## Database – Report

The candidate was awarded **9/11 marks.**

The candidate did not gain the mark for the heading because capitalisation is incorrect.

The candidate did not gain the mark for the AN* criteria in the query.

**Total marks awarded 52/70**

# Candidate 2

## Communications – Presentation

The candidate was awarded **7/7 marks**.

(*The logo on the full-size slide was ignored as only marking the warm-ups.)*

## Communications – E-mail

The candidate was awarded **3/3 marks.**

## Database – Form

The candidate was awarded **4/5 marks.**

The logo mark was not awarded.

(*Accepted 'costumes' as it was beside the sub-form.)*

## Word processing – Programme

**PAGE 1**

The candidate was awarded **3/4 marks.**

The candidate did not include the date and location of the show.

**PAGE 2**

The candidate was awarded **8/9 marks.**

The candidate missed a comma in the footnote.

**PAGE 3**

The candidate was awarded **2/2 marks.**

**PAGE 4**

The candidate was awarded **3/4 marks.**

The candidate did not include the 'draft' watermark on the last page.

## Spreadsheet – Pivot table

The candidate was awarded **3/4 marks.**

The candidate did not amend the headings appropriately.

## Spreadsheet – Membership details

The candidate was awarded **6/7 marks.**

The candidate did not omit the columns as instructed.

## Database – Aggregate query

The candidate was awarded **0/6 marks**.

The candidate did not amend the headings.

The candidate did not group as instructed.

The candidate did not carry out either of the calculations.

## Spreadsheet – Income and expenditure

The candidate was awarded **7/8 marks.**

The candidate multiplied by 0.2 instead of 1.2 to calculate the VAT amount.

## Database – Report

The candidate was awarded **9/11 marks.**

The candidate did not gain the mark for the logo.

The candidate did not widen the column with the fee in it – data truncated.

**Total marks awarded 55/70**